

Art Holst's **Room and A-V Set-Up**

Just as the ambiance in a restaurant enhances the enjoyment of a meal, our room set-up and A/V requests enhance Art's program **for the ultimate benefit and enjoyment of the audience**. Please discuss any changes in the Room and A-V Set-Up below with us beforehand. **We are flexible**. Our only concern is to do the best program that we can do for your group. We do not want to cause you additional work, but sometimes **just a little extra effort can mean a great deal to the outcome**. An ineffective room set-up can sabotage the best speech.

1. Audio Visual Materials:

- **Wireless (TIE CLIP) microphone**

2. Staging:

- **A podium for notes and FULL lighting on the speaker (no spot light on the speaker)**

3. Recording:

- Recording is not permitted without advanced written authorization from the speaker. **If you plan to video or audio record any portion of Art's program, please contact our office to request a Recording Agreement**. Depending on the intended usage, an additional licensing fee may apply.