

HOWARD PUTNAM'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 Howard'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:

a. Howard will bring his PowerPoint on a flash drive to load on your presentation laptop.

b. Howard will email you the PowerPoint slides in advance to load on your company's laptop.

- For front screen projection, place screen front corner of room.
- For rear screen projection, the screen placement is at your discretion.

2. Staging:

- If you're using a stage, please try to position the first row of seats within three feet of the stage, if possible.

3. Recording:

A/V taping is encouraged. If you're interested in taping Howard's presentation, please contact Cassie Glasgow in advance at (760) 603-8110.