

Keith Harrell's Room and A-V Set-Up

A/V Preference (Keynote)

1. Shure Wireless system with E6 headset.
2. CD Player (optional)
3. Plenty of Stage Room
4. Theater style seating -- Full house light

A/V Preference (Workshops)

1. Shure Wireless system with E6 headset.
2. Overhead Projector on six foot table
3. Eight foot screen
4. Cassette tape player
5. VCR and television monitor
6. Classroom style seating
7. Table for participants

Keith has discovered some ideas for room set up that will add to the quality of any meeting when applied. Positive, enthusiastic responses from the audience can be enhanced by using some of these room setup principles. Keep in mind, Keith does not require that you do any of these. We are adding them here for whatever value they may be to you, the meeting planner. If you have questions about any of them, please contact Keith or one of his representatives at (770) 451-3190.

1. Use your own speaker sound system, rather than the speakers in the room ceiling. You will get much higher quality sound.
2. Use speakers in the front, middle and rear of the audience.
3. If recording, put microphones in the audience to pick up audience response. (Refer to Audio and Video Taping fees below)
4. Use additional light sources for presenter. Studies have proven that when the presenter is illuminated more than the audience, listeners can hear better and are less distracted.
5. Keep the front row as close to the stage as is possibly comfortable -- six feet away where possible.
6. Do not overset the room. If you are planning on 200 people, set the room for 200 (or fewer), not 250. It is better to have every seat taken than large empty spots throughout the audience and an empty front row.
7. If the room is rectangular, set the stage area in the middle of the long wall -- not on the short end. It is better to have an audience wide than deep.
8. Ask attendees to turn off pagers, phones and other possible alarms before beginning.
9. Use a dark backdrop -- the face of the presenter is accentuated against it.
10. Use music in your program.
11. Use image magnification where appropriate.
12. When video taping use BetaSP format rather than SVHS.

Audio or Video Taping

Mr. Harrell receives the master

Video & Audio taping fee: 50% of speaking fee

Audio taping fee: 25% of speaking fee

Addendum to agreement required

If you need additional materials, please call 800-451-3190.