

## Audio Visual Preferences & Successful Meeting Tips

We understand you have invested a great deal of time and money into your event, and would like to offer you some suggestions to make sure you receive the maximum return possible on your investment. Often times, the slightest changes in ambiance and staging will greatly affect the outcome of a speaker's presentation. Should you have any questions or concerns, contact us at:

LuAnne Hage

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### Room Temperature:

1. Jim is a very high energy, dynamic speaker. In order to create the optimum environment for the audience, please keep the room cool during the presentation.
2. Please provide Jim with a few bottles of water in the front of the room (room temperature/no ice).

### AV Preferences for Keynotes and Workshops

1. Wireless headset lavalier microphone is preferable or clip on microphone.
2. Plenty of stage room both vertically and horizontally (he is 6'4" and one time the stage put his head right next to the ceiling :)
3. Jim uses a Microsoft Powerpoint Presentation so he will need a LCD projector and a cable to connect to his laptop PC. The images will be shown at a resolution of 1024x768 so the projector used should be able to handle this and be able to show 500 lumens or more. (Please provide someone to hook up Jim's laptop to the projector or troubleshoot any potential problems.)
4. Jim prefers a ten foot screen. If you prefer his presentation to be controlled from back-stage, providing him with a clicker, please make sure that there is a monitor for him to see what is being projected on the screens if they are not within his line of site.
5. Six foot table on stage (for his supplies, notes and water)
6. Flip charts (he will typically bring his own markers)

### Audio or Video Taping Requirements

1. Prior written authorization is required for taping/recording.
2. Jim Bunch receives the master and/or a copy of the tape within 60 days post presentation.

### Tips & Suggestions for a Successful Event

Jim has discovered some ideas for room set up that will add to the success of your meeting. These are not requirements, only suggestions we've learned from experience.

1. Theater or classroom seating is preferable, in chevron-style seating. We understand that when planned on or around a meal, this is not possible.
2. When the room is rectangular, please have your stage positioned in the center of the long wall. This assists greatly in creating intimacy between your audience and anyone who is on stage.
3. For the benefit of your audience and Jim, please request from the hotel or auditorium management that the meeting room have no distracting noise from an adjoining room, such as a singing group, rock band, etc. during the time Jim is presenting his keynote or seminar.
4. It is difficult to build intimacy and rapport if your audience is still eating. Please instruct the banquet staff to clear up AFTER the speaker's presentation.

5. When a photographer is present, please ask them to refrain from taking photos the first 15 minutes of the program. This can be distracting to both Jim and the audience.
6. Please make sure the room is well lit especially the staging area. People remember more and laugh more in bright rooms. Jim prefers to see the faces of the audience. This also allows him to see how they are responding to his presentation.
7. Use your own free standing speaker sound system, rather than the hotel speakers in the ceiling. You'll get a much higher quality of sound.
8. Place speakers in the front, middle and back of the room.
9. Use an additional light source for the presenter.
10. Set up the front row as close to the speaker as possible without having the front row participants looking straight up and keep in mind that Jim is 6'4" and he will move around the room during the presentation.
11. Less is more. Do not over set the room. If you are expecting 250 attendees, set the room for 225 or slightly less. It's always better to add seats than have to pull them out.
12. Ask attendees to turn off cell phones and pagers.
13. Use a dark back drop staging for the speaker.

### Scheduling Suggestions for a Successful Event

1. It is not a good idea to have your main speaker the last day of a conference when your participants have been up late the night before.
2. An extended cocktail party is not a good start for your audience, or your speaker. To get the most from your investment of Jim's presentation, consider changing the schedule to maximize his message and the response from the audience.
3. Please do not have awards or lengthy announcements immediately following Jim's presentation. This tends to diffuse the energy and message Jim has just left with your group. Consider having these announcements first, or taking a break following his presentation, especially if you have had him speaking for more than an hour. This break will also give him the opportunity to meet and shake hands with your attendees during the break following his presentation.