

## PROGRAM LOGISTICS SHEET

You have a life and a business to run and certainly don't need more things to remember, so please use this checklist to make it easy!

Date scheduled for the event \_\_\_\_\_

To confirm your event, return "**Consulting/Speaking Agreement**" and **Retainer** to WOW! Performance Coaching, Inc.

Confirm Meeting Location

Where? \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Contact Person \_\_\_\_\_

*Tip: Check with the hotel/facility to find out what meeting is scheduled in the room **next to yours**...it could be a rock concert!*

*Tip: We suggest healthier snacks and meals to keep energy levels high. Fruit, Yogurt and Bagels in the morning is a great alternative to donuts.*

Decide if you will provide a continental breakfast, midmorning and/or afternoon refreshments for participants.

*Tip: Have all break items in the back of the meeting room. This makes it very convenient for the participants and prevents attendees from other meetings enjoying your refreshments at your expense.*

Decide if you will provide lunch for participants or let them get lunch on their own.

*Tip: If providing lunch, allow 1 hour for lunch. If not providing lunch (or attendance is over 100), allow 1 1/2 hours.*

Arrange for refreshments and lunch, if being provided. Here is a sample schedule:

Registration: 8:30 - (continental breakfast)

Start: 9:02 (it sounds odd but it gets people to the event on time)

Break: 10:15

Lunch: 12:00 noon

Break: 2:30

Adjourn: 4:00

- Confirm room set-up and A.V. requirements with your meeting facility contact person. Since each event is different and each facility unique, A.V. requirements will vary. We'll need to discuss the venue and objectives to determine the best plan.

A general list of A.V. requirements:

- \_\_\_\_\_ Wireless lapel microphone. Please emphasize **wireless**—cords are very painful.
- \_\_\_\_\_ LCD projector—Mark traditionally uses PowerPoint to reinforce his program, so a good quality projection unit helps make this work.
- \_\_\_\_\_ Bottled Water
- \_\_\_\_\_ Projection Screen
- \_\_\_\_\_ 3-4 Flip Charts with paper and colored markers that work
- \_\_\_\_\_ Masking Tape
- \_\_\_\_\_ A box of Kleenex tissue
- \_\_\_\_\_ A 6-foot table in front of the room for the projection unit and goodies

*Tip: Mark is a very animated speaker and always interactive with the audience. The room set-up should be designed to maximize this. Most hotels will arrange the seating **too close together** and **too far back** from the speaking area. For any size audience, have the people close to Mark. Mention this to the hotel. This is not customary. Tables are rarely set close enough. Try to seat people near the front of the room with only as many chairs as people. Otherwise the front rows will be empty. Extra chairs can be stacked at the back of the room and used if necessary.*

- Make nametags for participants. Mark involves the audience whenever possible, and nametags make it easier to be more personable. Show the participant's first name as large as possible along with their last name smaller on the bottom of the nametag. Bring extra nametags to the meeting for last minute participants and corrections.
- Make introductory remarks and introduce Mark. Please use "Introduction for Mark Rosenberger" (this will be sent to you later). Make sure these pages are given to the person opening your meeting. (Please read Mark's introduction, or keep it fairly close to the way it is written.)
- Mark will need help during the day! Please arrange for at least one of your team members to assist him before, during, and after the event. Mark will give him/her the details when he arrives.
- Enjoy your event!
- If you have any friends as nice as you, tell them about Mark!
- Schedule your next event with Mark Rosenberger