

building a better WORKPLACE

A/V and Staging Requirements for Kevin Burns

Please be advised that hotel and conference centers will take it upon themselves to set up the room as they see fit unless they are told different. That means that they will most likely place the lectern in centre-stage right at the very front (this is an old way of dressing stage and is NOT conducive to good meetings anymore). They will then tape down cables and they will probably place the screen and projector on-stage forcing stage-lighting to be dimmed. This will not work for Kevin's presentation and prior to his presentation; the entire stage will have to be re-struck. Please ensure you have a representative in attendance when meeting centre staff sets the stage so that the stage is set properly the first time and no last-minute re-strikes are needed. Ideal examples of good stage-setting are on last few pages of this document.

Sound:

- q A professional sound system appropriate for the venue size.
- q Wireless Lapel (Lavalier) Microphone. (Please have extra batteries available, along with a back up microphone).

Lights:

- q Lighting is important. Kevin needs to be lit. Arrange for a general stage wash, with pinspots/parcans lighting for larger groups (over 500).
- q For smaller groups, please ensure that the stage is lit brighter than the audience.

Computers/Projectors/Screens:

- q If the presentation that Kevin is delivering is "**Building A Better Workplace™**" and "**The Safety Attitude Adjustment™**" no computers/projectors/screens will be required. Kevin delivers this presentation without technology.
- q If the presentation is "**Tweak™- 10 Seconds Or Less To Becoming A Better Manager,**" then Kevin requires:
 - o a screen and projector at either the front-left or front-right corner of the room or overhead high enough that Kevin will not block the screen or if right behind Kevin, ensure that the screen is rear-projected so as Kevin does not walk in light
 - o placement of the screen away from front-centre-stage to ensure that lights can be turned up full without washing out screen
 - o projector light will not throw into eyes of Kevin
- q If Kevin is being projected on-screen during presentation, then the ability to cut away to slide when slides changes will be necessary for 10-15 seconds per slide.



Recording:

- q Audio recording of Kevin's presentation by the client or its contracted A/V services company/individuals will not be permitted without prior approval from Kevin Burns Corporation.
- q No video recording of Kevin's presentation will be permitted, especially for use as a retail or supplemental product to attendees or the general public. Please advise in advance whether or not cameras will be in use for projection to large screens. Also, please provide a contact for the A/V Company servicing the event to Kevin in advance of the event.

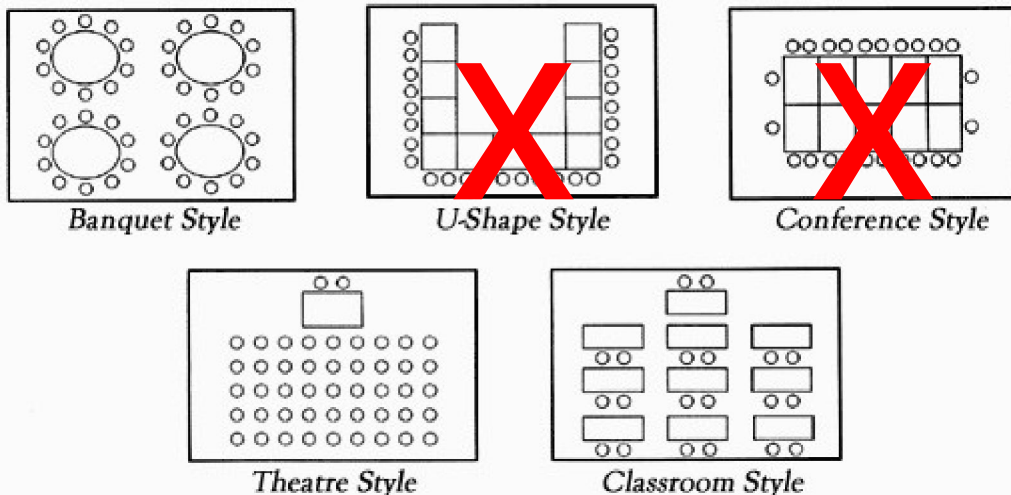
Set-up "Building A Better Workplace™" and "The Safety Attitude Adjustment™":

- q Kevin needs a raised platform / stage to present to groups of 50 or more. Please ensure that the stage height is suitable for the audience number.
- q If a podium / lectern is being used for introductions, please set it off to one side and a minimum of four feet back of the front of the stage so that Kevin is visible to the entire audience. **Do not set lectern/podium in center of stage and the tape down cables. This stage will have to be reset before Kevin can use it.** Ensure that at least eight feet from the front of the stage toward the back of stage is open with ***nothing*** in that space. This is Kevin's walking space.
- q Where no podium/lectern is to be used, please ensure nothing else is on-stage.

Set-up "Tweak™-10 Seconds Or Less To Becoming A Better Manager":

- q Kevin needs a raised platform / stage to present to groups of 50 or more. Please ensure that the stage height is suitable for the audience number.
- q If a podium / lectern is being used for introductions, set it off to stage-right side and a minimum of four feet back of the front of the stage so that Kevin is visible to the entire audience. **Do not set lectern/podium in center of stage and the tape down cables. This stage will have to be reset before Kevin can use it.** Ensure that the front four to eight feet from the front of the stage is open with ***nothing*** in that space. This is Kevin's walking space.

Room Seating Set-Up Requirements



Kevin Burns – Workplace Expert / Management Consultant

Theater Style

Overview: Chairs are lined up in rows facing the speaker. The rows can be straight, semi-circular, or herringbone (angled toward the front of the room). If space isn't an issue, it's best to offset each row so that delegates are not sitting directly behind one another.

Rating for Keynotes: ⭐️⭐️⭐️⭐️

Crescent Style

Overview: Attendees are seated at round tables - usually 60", 66", or 72" in diameter. Similar to Banquet Style seating, but the two or three chairs in which delegates would have their backs to the speaker are removed, thus forming a "crescent" of seating facing the speaker.

Rating for Keynotes: ⭐️⭐️⭐️

Classroom Style

Overview: Long, narrow tables are positioned in front of rows of chairs facing the speaker. The tables usually abut one another, although tables that extend beyond the stage ideally should be angled toward the speaker in order to provide better viewing. Water pitchers and glasses are typically placed on the tables. **Rating For Keynotes:** ⭐️⭐️⭐️

Banquet Style

Overview: Guests are seated at round tables - usually 60", 66", or 72" in diameter. However, two attendees at each table will be required to turn around to see stage area.

Rating for Keynotes: ⭐️⭐️

Please use no other room set up than those listed here. Please be advised that Kevin will NOT present to a room with a set-up in either U-Shape or Conference Style as pictured above with big red X's.

Examples of Preferred Stage Set-up (5 photos):



Screens on either side of stage with open stage – lectern located Stage-right.

Kevin Burns – Workplace Expert / Management Consultant



Rear-projected screen does not shine light in speaker's eyes. Lectern stage-right.



Raised platform with single screen off to side and lectern located off to side leaving stage open.

Kevin Burns – Workplace Expert / Management Consultant



Stage with an overhead screen and ceiling-mount projector. Open stage with lectern stage-right.



Even a small “classroom” set-up with no stage can work: screen off to one side and lectern off to another.

Please leave nothing to chance. If you still have questions about staging and A/V Requirements, please call Kevin as soon as possible to discuss. We are flexible and can accommodate you if not left to the last minute. We prefer no surprises with regard to staging and A/V.

403-770-2928 Kevin Burns Direct