

John Sileo Room Layout, A/V & Logistics Checklist

Mr. Sileo Requires the following Items:

- A Wireless Lapel** or Lavalier Microphone (John uses his hands throughout the presentation and walks around the audience, so handheld and wired microphones do not work).
- LCD Projector & Screen.** John generally uses an **LCD projector** to project a few PowerPoint slides. Please contact him about whether he should bring his computer to the presentation or provide it on a thumb drive to be used on your laptop.
- A **brief conference call** one month prior to the event to discuss final logistics, including handouts, A/V check, book sales, etc.

Mr. Sileo Requests the following Items, as they will greatly enhance his performance:

- A **well-lit stage** or riser (1-2 feet high is adequate for audiences under 1000).
- A **Professional quality sound** system and a **well-lit stage**.
- Please **seat audience members as close to the stage as possible** so that John can interact with them easily. The closer the audience is to the stage (within reason), the higher emotional impact your audience will feel.
- Please place as **little equipment between the stage and the audience** as possible (e.g., projector, laptop, lectern, table, confidence monitor, etc.).
- Auditorium seating** tends to work the best if it fits with your needs.
- A small, sturdy **table on stage** for John to set notes, props, etc.
- No podium/lectern** on the stage or between Mr. Sileo and the audience whenever possible. Mr. Sileo will not use this equipment and it generally hinders interaction.
- If you would like **introduction music** for Mr. Sileo, please let us know and we will forward an MP3 or CD or John will bring it to the A/V check.
- A **book-signing table** at the back of the room if you would like John to sell or sign copies of his award-winning book. Having a staff member on hand to help John with this portion of the program greatly speeds up the process.

Please contact John directly at [800-258-8076](tel:800-258-8076) for any further A/V discussion and to schedule an A/V check before the performance. Thank you.