

Please keep the first three pages for yourself.

MEETING PLANNER'S CHECKLIST for Billy Riggs' Gold Presentation

PREPARATION FOR EVENT

- Please fill out the pre-program questionnaire enclosed with your booking packet and fax it directly to Billy Riggs at (512) 301-6903, or mail it to him at 5804 Tinita Court; Austin, TX 78739. If you need another copy of the questionnaire, you may retrieve it from <http://www.theattitudedude.com/questionnaire.html> Please use the questionnaire most applicable to your group.
- Please make an appointment to speak with Billy Riggs by phone about the event. The conversation should take place, ideally, within a week or ten days of the actual presentation. The appointment usually takes about 30 minutes, and it is important that Mr. Riggs have the filled-out pre-program questionnaire in his hands prior to the appointment.

SOUND SYSTEM, LIGHTING, STAGING, AND SEATING

- Please give the attached "HOTEL/VENUE CHECKLIST" to the person in charge of room set-up, along with a copy of the room diagram.
- Please give the attached "AUDIO VISUAL CHECKLIST", along with a copy of the room diagram, to the person who will set up the sound system.
- If your organization owns or can borrow an LCD projector for the event, please bring it to the venue with you. Renting one is quite expensive in most hotels and convention centers. Be sure to tell the Audio Visual provider that you are furnishing your own projector.
- If you desire to videotape the presentation, please obtain prior permission from Billy Riggs. Such permission is easy to obtain. Don't hesitate to ask.
- IF (and ONLY if) you are not able to provide B.R. with an audio connection from his laptop (very rare), please select, or have the Audio Visual representative select, 1 person to run the sound system. This person should be someone who is reasonably competent, and who uses a CD player regularly. B.R. will need to meet with this person shortly before the presentation to instruct him/her.

- Please make arrangements to have the stage and audience lit brightly. Usually, room lighting is sufficient, provided it is turned up as brightly as possible. If the lights are to be set lower before B.R. takes the stage, please have them turned up just before or during his introduction.
- If you plan to use image-magnification (projecting a live image of the presentation onto a huge screen), please tell B.R. well in advance so that he can bring written video cues for the camera operator(s).

LODGING

- Please make Billy Riggs a room reservation at the hotel where the event is being held, or at the nearest hotel to it. If possible, guarantee the room for late arrival and bill room, tax, and meals to the master account.
- Please ask for a room as *convenient as possible to the performance venue, or at least close to the elevator*.
- Please reserve a non-smoking room. It may be a king or two double-beds, at your discretion.
- Billy Riggs reserves the right to bill the room to his personal credit card upon check-in (to collect frequent guest points) and bill you for it later, provided such action does not increase your cost.

INTRODUCTION

- After your pre-conference phone conversation with Billy Riggs (or earlier, if you request), he will fax or e-mail you an introduction that is appropriate for your group. The introduction should be read word-for-word.
- BR will also bring a hard copy with him in case you forget to bring yours.

ASSISTANTS

- Please select the two “volunteers” who will assist B.R. in the program. Use the page, “Description of Assistants Needed for Gold Presentation” which is included in this booking packet to guide you in your selections. If you cannot find this page, you may retrieve it at <http://www.theattitudedude.com/pdf/goldassistants.pdf>
- Please ask each volunteer to keep their participation a strict secret.
- Please discuss with B.R. when “rehearsals” with these volunteers should be held, and communicate the scheduled time to each volunteer. **Please**

stress how important it is for the volunteers to be on time for the rehearsal. “Rehearsal” is actually a HUGE overstatement. Each will take less than two minutes, and each is incredibly easy.

DAY OF PRESENTATION

- If other people will be using the stage just before B.R. does, please remind them not to touch any of the props on stage, place their belongings on any tables, not to sit in any of the chairs placed there for the show, etc.. Other chairs may be added to accommodate them, if needed.
- If a podium is to be used before B.R.’s presentation, please make arrangements to have it removed *immediately following* the introduction. There is a 45-second window at the beginning of the show in which this action will not be distracting. It is usually best if you do *not* rely on hotel or convention center employees for this duty, as they are almost always unavailable to be present at such a specific time. We recommend that you ask a couple of men in the front row to do it.
- *Please encourage attendees as they enter the room to sit near the front and fill in the front rows.*

Please give these 2 pages to the hotel/venue representative.

HOTEL/VENUE CHECKLIST

for Billy Riggs' Gold Presentation

STAGING

- Please place the stage on a short wall (at the end of the room instead of on the side). If this is not possible, please contact B.R. to discuss.
- Please make the stage *at least* 16 inches tall. The larger the audience, the taller the stage should be.
- Please make the stage at least 12 feet deep by 20 to 24 feet wide. If this is not possible, please contact B.R. to discuss.
- Please leave a gap of at least 1 foot between the back of the stage and the wall. Of course, if the presentation takes place in an auditorium with a fixed stage, this is impossible. Don't sweat it.
- Please make sure the stage is skirted.
- Please place two stairwells, if available, in the following positions: 1) front of stage and centered (this one should have no handrails, if at all possible), 2) stage left (the audience's right). This second one may have handrails, if necessary.
- Please place 7 chairs on the stage. Try not to use big, bulky ones. Standard folding or banquet chairs are best.
- Please place a skirted 6 to 8 foot table beside the stage on the floor (either side) on which to display B.R.'s tapes, books, and videos. If you prefer, this may be placed in the lobby/foyer.
- Please one small skirted "cocktail round" or "cocktail square" table on the stage.
- Please place 6 ball point pens on the stage.
- Please place a small trash can on the stage. This is actually for trash. No one will see it, so don't obsess over this one. Any trash can will do.
- Please place a rolling AV cart, skirted on the stage. This is in ADDITION to any being used for the sound system or video projector.
- Please place a pitcher of water on the stage, with no ice. This is NOT for drinking, but will be used in an illusion on stage. The style of pitcher or container is irrelevant, as only the water (not the container) will be used.
- Please place a cigarette lighter or grill starter on the stage.
- Provide a power strip (fairly heavy duty preferred) which will bring power to downstage right (audience's near left corner of stage).

- If you are using an auditorium with a permanent stage, please see if it is possible to place stairs in the front center of the stage.
- If there is an orchestra pit in front of the stage, please call B.R. to discuss.

SEATING ARRANGEMENT

- Please arrange audience seating (whether classroom, theater, or banquet style) so that the entire audience is in *front* of the stage. In other words, keep the audience fairly narrow rather than wide. If this is not possible, please call B.R. to discuss.
- Please leave one or more aisles, if you have this capability in your venue.
- Please put up only as many chairs as you realistically expect to need. This prevents the front rows from being left empty.
- If you are using an auditorium with permanent seating, please rope off any unneeded rows at the back.
- Please place the front row of chairs **CLOSE** to the stage. Leave only enough room for a person to comfortably walk between the stage and the front row of chairs (about four feet).

Please give this page to the audio/visual representative.

AUDIO VISUAL CHECKLIST for Billy Riggs' Gold/Silver Presentation

- The following items will be needed:
 - 1) One wireless lavalier (lapel) microphone (PLEASE... ***no*** “over the ear” microphones!).
 - 2) Two handheld microphones (at least one of these should be wireless) on floor stands. If convenient, make one floor stand straight and the other a boom stand.
 - 3) An audio connection (eighth-inch mini-plug) from B.R.'s laptop (which will be placed downstage left) to the sound system.
 - 4) An LCD projector and screen. Please place the screen to the left or right of the stage, if possible. If necessary, the screen may be directly behind B.R., but should be up high enough that he does not block the audience's view of the screen or cast a shadow upon it. In many cases, the client will provide the projector. If the screen **MUST** go behind the stage down low, please call BR to discuss.
 - 5) A VGA cable long enough to reach from the laptop to the LCD projector.
 - 3) IF (and ***ONLY*** if) you *cannot* provide BR with an audio connection from his laptop (very rare) a CD player must be patched into the sound system and someone will be required to run it from the sound table. This CD player should be the type which displays a time code as the tracks are playing.
 - 4) IF (and ***ONLY*** if) you cannot provide BR with an audio connection from his laptop (very rare), a person will be needed to run the sound system. (Please discuss with meeting planner whether this should be a professional or a volunteer provided by the group. A volunteer is sufficient for the task.)
 - 5) A mixer board which controls all of the above.
 - 7) A sound table placed anywhere in the room **IN FRONT** of the stage. **DO NOT PLACE THE SOUND TABLE (mixer, optional CD player, wireless receivers, etc.) ON, BESIDE, OR BEHIND THE STAGE!** It must be placed *outside* the “NO SIT AREA” on the room diagram. If this presents a

challenge, call B.R. to discuss.

- 8) A live power strip placed downstage right (audience's near left).
 - 9) If there is a break immediately before and/or after B.R.'s show, B.R. will provide walk-in and/or walk-out music from his laptop.
- Please make sure fresh batteries are inserted in each wireless microphone.
 - Please hand the wireless lavalier microphone to B.R. before the show, or leave it on the stage.
 - Please put the wireless handheld microphone on a floor stand and place it anywhere on the stage.
 - Place the other handheld microphone (wired or wireless, whichever is cheaper or more convenient for the client) on a boom stand and place it downstage right (audience's near left corner of stage). If you do not have a boom stand, a regular straight floor stand will work.
 - Place two chairs at the sound table.
 - Test microphones and laptop sound.
 - Make sure *both channels* from a stereo signal can be heard, even if (as usual) they are playing in mono mode.
 - Please make sure the sound system is operational well before the presentation to allow time for sound checks.
 - Please make sure the lighting is as bright as possible on stage (especially ON THE VERY FRONT EDGE OF THE STAGE!) and in the audience.
 - Aim any available ceiling spots at the stage, **and replace burned out bulbs**, if possible. The goal is to flood the entire stage, not to highlight specific areas of it.