

Sebastien Gendry's Check List

Event Date:

Event Time:

Event Location:

Room Setup

- 1 table at back of the room to give away handouts
- As many light chairs as there are expected participants with tables pushed against the walls.
- Seating for interactive programs: Chairs in a circle if possible rather than theater style. If the room is too small, then consider having two circles (one outer and one inner) before going for theater style seating.
- Seating for keynotes: See <http://www.sebastiengendry.com/logistics/> for a visual of how chairs should be setup.
- I encourage you to have one or more water station(s) in the room as people will be thirsty afterwards.

Audio-visual Requirements

For an interactive program

- Audio with a standard 3.5mm mini jack to connect to a computer or ipod (to play music).
- Sound amplification.
- 1 flipchart or blackboard with three colors of markers.
- If more than 25 people: Wireless headset or lapel microphone.

For a keynote

- Wireless headset or lapel microphone, and podium microphone for introductions.
- 1 flipchart or blackboard with three colors of markers.
- Table for laptop, complete with access to electrical outlet.
- Audio with a standard 3.5mm mini jack to connect to a computer or ipod (to play music).
- Video-projector and compatible cable for a MacBook Pro (female mini-dvi or vga).
- A screen big enough to be seen from the back of the room, and bright enough to be seen clearly with the house lights on.

To Do

- Lighting: Full house lights, please.
- Room Temperature: It is preferable for the room temperature to be on the cooler side, but if possible please let us know how to adjust the temperature ourselves, or the name of the person to whom we must speak to have the temperature adjusted.

Questions? Call Sebastien at 626 755 5999 ext. 5 or email laugh@thelaughterconsultants.com