

Guidelines for Successful Programs

- *Following these guidelines greatly increases the impact of the program **

*** Process the necessary paperwork for payment due on program date as indicated on the agreement.**

*** If Craig is working with a group of 40 participants or more, inspect sound system thoroughly. Craig will be using his own wireless microphone during presentation but a back-up microphone is suggested in case of a problem. (Please see specific notes on microphones on the Equipment/Supplies List. Craig will not need a podium.**

*** If Craig is flying in for the program, and the sound system at the location is not of high quality, please consider renting a portable unit. Good sound is crucial to the success of the program.**

*** Select a person to read the introduction. Please have introducer read the introduction exactly as it is written with no “ad-libs”. (Introduction is included in this packet.)**

***If the assembly program is to be held in the gymnasium, all students must sit on ONE side of the bleachers. (THIS IS VERY IMPORTANT!)**

*** Teachers should sit with their students in the assembly program. If students are allowed to scatter where they please without supervision, they will have a tendency to be in conversation with peers. (THIS IS VERY IMPORTANT!)**

***Listen for and eliminate disturbing noises BEFORE and DURING the program. (overhead exhaust or heater fans, loud speaker announcements, weed blowers, lawn mowers, school construction, etc.)**

*** No audio or video recording of Craig’s programs are permitted.**

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