

Requested Equipment / Supplies

(No audio/video recording of Craig's programs permitted)

Breakthrough Leadership Phase I (see Ideal Room Set Up page)

Ideal Setting: room with space for activities, chairs should be moveable

* If Craig is *flying* in for presentation *

Back up microphone (Craig will bring 2 wireless microphones to patch into a P.A. system. All programs will require a P.A. system. If the house system is unreliable, poor or suspect, it will be necessary to retain a strong portable system. **QUALITY SOUND IS VITAL FOR A SUCCESSFUL PROGRAM.** If you have questions, call our office.

- Large screen
- Flipchart stand with flipchart pad
- A 4-foot piece of string for each participant
(stronger cotton string preferred)
- 3 bottles of water
- 2 six foot tables off to the side
- Roll of masking tape
- Bar stool or elevated chair
- Pen or pencil for each participant
- Name tags for each participant. Names should be written/printed large enough to see across the room. Last name on name tags is optional.

Example:

- Handouts duplicated for each participant (Masters of workshop notes are provided by Craig.)

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* If Craig is *driving* to the presentation *

- Back up microphone (see information above)
- Name tags for each participant. (see information above)
- 3 bottles of water
- 1 six foot table off to the side
- Pen or pencil for each participant
- Handouts duplicated for each participant
(Masters of workshop notes are provided by Craig. They can be downloaded on craighillier.com under the *Prior to the Program* tab)

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