

# Requested Equipment / Supplies

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

## Creating High Impact Presentations

(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 sound system. **QUALITY SOUND IS VITAL FOR A SUCCESSFUL PROGRAM.** If you have any questions, call our office.

- Flipchart stand with flipchart pad
- Two bottles of water
- 2 six foot tables off to the side
- 2 long extension cords with 2 outlet bars
- 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.)

### \* If Craig is driving to the presentation \*

- Back up microphone (see information above)
- Name tags for each participant (see information above)
- 2 six foot table off to the side
- Pen or pencil for each participant
- 2 bottles of water.
- Handouts duplicated for each participant  
(Masters of workshop notes are provided by Craig.)

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