

Room Set Up, Stage, Audio Visual/IT

Emily's goal is to help you make your event successful and fun! Based on hundreds of speaking engagements, Emily offers these suggestions to ensure an outstanding event.

Room Set Up and Seating

- Room Orientation, entry and exit
 - For long, narrow rectangular room: speaker and lectern/podium should face wide room, rather than long room
 - For large audiences, create two aisles running front to back, rather than only one aisle down the middle
 - Room set up should allow for entry and exit at the back or side of the room (away from the speaker)
- Seat arrangement
 - Auditorium/theater style is preferred if no food is served, with distinguished guests in front rows. If food is served, use rounds for 8-10 or rectangular tables, with distinguished guests seated closest to stage/speaker
 - Seat audience members as close together and as close to the speaker as possible
 - First row should be no more than 6-8 feet away from the stage or from the speaker (if no stage is used)
 - Only set up enough chairs for the number attending, with extras stacked or against a wall
 - Be sure all seats have good visibility for each attendee. Avoid use of long head tables if possible
 - For small groups in a large room, use only a portion of the room for seating, rather than spreading chairs/tables out to fit the room. Set them up close together and close to the speaker
- Seating Management
 - Label the last few rows as "reserved" and/or use tape across the rows. Fill front seats first
 - Have volunteers to direct attendees to sit up front and fill the seats from front to back
 - When seats are filled, open the reserved areas in the back
 - Manage latecomers with seating in the back portion of the room to limit distractions

Stage

- For audiences of 75+, provide a stable stage/riser to maximize engagement, visibility. Consult speaker regarding size.
- The riser should be for speaker use only and not used for seating distinguished guests
- Set up chairs and tables as close to the edge of the stage as possible but allow enough room for traffic

Lectern/Podium

- Provide a lectern/podium, preferably with an inside shelf for props
- Place the lectern in the middle of the stage near the front edge. If it obstructs slide view, place off center
- If room lighting is low, a lectern/podium light is helpful
- Provide a lavalier/lapel or earpiece microphone, not a hand-held or attached podium microphone

Audio Visual/IT

- Provide the following equipment for the speaker, in addition to a lectern/podium:
 - **Lavalier or lapel microphone with a clip** or an **earpiece microphone** (NOT a podium or hand-held mic)
 - Computer w/port for flash drive, LCD/data projector and screen if slides are used. Consult speaker re: slides
 - Remote for slide advancement. Please insert new batteries, test and have a spare set of batteries available
 - Ample lighting for speaker and audience visibility (stage lights, spotlights, house lights, lectern/podium light)
 - Sound system that is adequate for the size of the room or group and has been tested
- **Test all above equipment** preferably a day before or at least one hour before the presentation
- Have AV or IT technician available to assist speaker in the room one hour prior to start time and provide cell number

Introduction

- Alert the speaker 5-10 minutes before the program/introductions
- Be sure the audience is seated and the room is quiet before beginning the program/introduction

If in doubt: Email, text or call Emily at emily@emilyballance.com, Office - 919-876-6931, Cell - 919-889-5803