

## JAMES MAPES' ROOM - A/V & PROP SET-UP

A great room set-up can double the impact of a presentation! The following specs are designed to allow the audience to have the best possible experience. If changes are necessary, please discuss them with us in advance, so we can suggest possible alternatives.

**1. Staging:** Please position the podium (center or to the side of the stage) at least 6'-8' back from the edge of the stage. James uses the podium for notes and moves around the stage and, if possible, in the audience.

**2. Screen:** The screen should be positioned off center so that James can stand in full lighting and still show visuals on the screen. *Please set up the screen so that the projector light will not shine on the speaker.*

**3. Lighting:** Dim only the screen area (unscrew ceiling bulbs above screen), but **leave full house lights on least to 50% so James can see their faces.** If the room has any spotlights in the ceiling, aim them toward the very front center of the stage.

### 4. Audio Visual Materials:

a. Please provide a **Wireless (TIE CLIP) microphone and** additional microphone for person introducing James.

b. **James will bring his own laptop (MAC)** with his slideshow presentation graphics on it. Please provide a screen, a computer projection system (such as Proxima, In-Focus, etc.), the cable to connect the computer projection system to James' MAC laptop, and a mini-jack cable into the room sound system. (Check with our office to see if James will need a sound system for your particular presentation.)

c. He will also need some sort of high table, platform or stool next to the podium to place his laptop as he looks at his slide presentation from his laptop and not from the projection screen.

### 5. Props (On stage)

a. One flip chart with black markers placed up-stage. James will move it into position.

b. A whole lemon, a small knife and a large cloth napkin (on podium).

c. 2 small bottles of water (placed on top or on shelf below podium).

d. A tall director's chair or tall bar stool placed up-stage, center.

### 6. Props (Audience members.) Audience will be participating throughout the program and will require the props listed below.

a. Prior to the event, our office will provide the client with handout originals for you to copy and distribute to the audience. In addition to the handouts, each participant will need a pencil or pen and a blank business-size envelope which they will address themselves during the program. There should be a box placed near the door for the attendees to drop their envelopes in as they exit the room. The client will mail back the participants envelope within 30 days.

b. James asks that the client distribute a 10" length of string and small washer to each participant for use during the presentation. Ordinary kite twine and ¼" metal washers can be purchased at a local hardware store. If under 300 participants, we will supply the string and washer. If attendance is over 300, string-and-washer pendulums may be purchased from our office.

**5. Recording Devices:** Audio/video taping is **encouraged** WITH PRIOR WRITTEN AUTHORIZATION. Please contact us for an authorization form. License agreement terms vary depending on intended usage of the recording.