



Program Logistics Sheet

- No Lectern
- Wireless Headset or Lavalier Microphone (Headset preferred)
- Overhead Projection system with 1/8" plug for Greg's iPad
- Remote Control for switching slides, to be operated by Greg Smith
- Sound system set up so audio from iPad presentation can be amplified and clearly audible.
- Raised platform preferred with a wheelchair accessible ramp. Recommended minimum 10' wide by 6 feet deep to accommodate movement in presentation.
- Small circular table on stage for placement of iPad.
- Wide room set-up preferred, rather than deep
- Before the presentation, Greg's assistant will be provided a table in the back of the room to set up for sale of books and other products.
- Greg's Intro to be read verbatim
- Client representative will greet and shake hands with Greg on stage immediately after applause and will promote the sale of his products in the back of the room. Client will ensure that Greg has a direct path to his table.