



## AUDIO VISUAL NEEDS: WORKSHOP SESSIONS Tim Gard, CSP, CPAE

### Creating Changes and Life Balance Through Humor

The following items are recommended for the enjoyment of Tim's audience during his program. If you are unable to provide any of these items or they present a hardship or excessive cost, please call us. We will happily work with to find alternate solutions!

#### **Questions? Please contact your bureau!**

**Riser/Staging:** So that everyone can fully enjoy Tim's stories and see all his props, Tim recommends having a six (6) inch riser with groups over 70 people. The riser can be as high as 24 inches and should be large enough for the projector, the prop table and the three chairs. An alternative plan is to have a small riser that Tim can access, as certain items are shown. If a head table is utilized, you may consider also placing a riser in the front of the head table and have the occupants of the head table relocate to other seats during Tim's program. If a head table is utilized, please ensure there is access on at least one side of the podium (in the middle of the stage, preferably) rather than on the sides of the riser. This allows quick and easy interaction with the audience. Tim does several stories while sitting and the entire audience should be able to clearly see him.

**Prop Tables:** Two (2) skirted tables approximately two (2) feet wide by six (6) or eight (8) feet long. Both of the tables should be set up directly behind Tim Gard so he can quickly grab items from them during his program.

**FOR DEVELOPING A COMIC VISION WORKSHOP ONLY:** Three Chairs: Standard audience chairs placed on the front of the riser, side by side. The chairs should not have arms. If a riser is not used, then Tim requires three barstools without arms. (If armless chairs are not available, 3 armless stools will suffice).

**LCD Projector & Screen:** The LCD projector should be within easy reach on the front of the riser. Please ensure the screen is large enough so that everyone in the audience will be able to view the projected images. If you have a group over 400 people, we recommend large display screens as Tim uses PowerPoint slides to enhance his message.

**Microphone:** For groups of over 40 participants, Tim requires a microphone. His number one choice would be a lavalier (lapel) wireless microphone. If a wireless lavalier is unavailable, his second choice is a hand-held wireless microphone.

**Room Set-Up:** Your choice. Tim interacts with the audience throughout the program so please ensure the isles allow easy access and steps are placed in the front of the riser so he does not have to leave the stage from the sides.

**Merchandise Table:** If you have approved the sale of Tim's book, tools and other items after the event, he will need one (1) table of six (6) or eight (8) feet in length to display his merchandise. This should be off to the side, near the front of the room. A chair is also needed at this table. **If there are no products being sold, then a merchandise table is not needed.** *Revised: 8/2010*