

205 Powell Place
Maryland Farms
Brentwood, TN 37027
(615) 369-0828
Fax (615) 661-0976
Info@BillLindsley.com



Dr. Bill Lindsley – Arrangements & Requirements

To help ensure that Dr. Bill's program meets your expectations and brings high value to your audience, please review the requests below and let us know if there are any challenges. Dr. Bill is flexible and will work with your equipment capabilities and your technicians to make the most of your program.

We appreciate your attention to detail and your willingness to help Dr. Bill create the very best experience for your audience.

ARRANGEMENTS

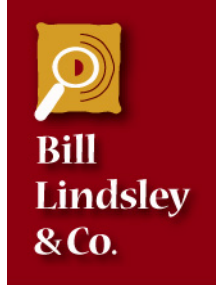
- Contract will be provided upon confirmation of booking.
- Pre-promotional materials are available on the Resources page of www.BillLindsley.com. *Please send BL&Co. copies of any announcements to the participants regarding this program.*
- Introduction can be downloaded from <http://www.billlindsley.com/resources.htm> under speeches. Please let us know who will introduce Bill.

EQUIPMENT

- Wireless lavalier (lapel clip) microphone with fresh batteries. (A back-up microphone is also recommended)
- Second microphone (handheld or stationary) for the introducer. "Handing off" the lavalier microphone from the introducer to the speaker should be avoided.

STAGING

- If possible, set the room up in a rounded U-shape, Chevronned Classroom or Semicircular Theater style Please set the room wide rather than deep.
- Position the first row about five to six feet from the stage.
- Stage size and height appropriate for room size. A 1 foot riser is recommended for audiences of 100 or more with stair set in front of riser. No head table on riser.
- A lectern to the side of the stage with space for Bill's props, and a backless stool.
- 1 bottle of water (no ice)



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ROOM ENVIRONMENT

- A bright stage will help keep audience focus at the front of the room. Dr. Bill will utilize the entire stage area and will stay toward the front edge. If the room has any spotlights, please aim them for a general wash of the front of the stage (not directly into Dr. Bill's eyes).
- Lighting: The energy and "connection" in the room are increased when Dr. Bill can see the audience and when the audience members can see each other's reactions. For this reason, please dim the lighting on the video screen(s) but keep the house lights up full.

RECORDING OF PRESENTATION

Professional audio and/or video recording is permitted and encouraged. . Please contact us for permission and details.

Photographer – if you will have an official photographer at the event, please provide contact information.

Support Materials - Bill's products, including books and tapes, may be made available for participants to purchase after his program(s), unless specified otherwise. A 6' table near the door for display may be necessary.