

# Andy Core's Audio-Visual Requirements

By following these guidelines you can guarantee Andy will deliver a high impact experience. Please ignore those that do not apply. If some of these requirements cannot be met, please contact Andy as soon as possible to help you find a work-around. Andy would like to do a mic check the evening before if possible.

## 1. Staging:

- If a podium is being used for introductions, set it to one side of the stage, or back a few feet (1 meter) from the front of the stage so that Andy can walk in front of it.
- Andy can easily work from the floor (audience level), but prefers to use a stage or riser.

## 2. Audio-Visual Materials:

- Wireless lavalier (TIE CLIP) microphone and podium microphone for introductions.
- For programs longer than 70 minutes, please provide a flipchart with three colors of markers.

## 3. Seating:

- **Bring the front row of seating within 3 feet of the stage if possible.** This really pumps up the energy!
- **Use two smaller side aisles on either side of center versus a center aisle.** The best seats in the house - directly in front of the speaker - are often wasted in a large empty aisle. The speaker is forced to run stage left, stage right, to address a "divided" audience.
- **Curve or angle your seating.** Curved seating exceeds straight row capacity by 26%.



- **Stagger the chairs.** Eliminates twisting, bobbing and craning to see around the head in front of them.
- **\*\*Rope off or remove the back few rows of chairs until ten minutes into the presentation.** Have a door host direct participants to take the seats up front. If everyone does show up, it looks good that they're having to bring in extra chairs.

## 4. Lighting:

- **Bring stage and house lights all the way up!** People remember more, respond more, and laugh more in bright conditions. Andy needs to see their faces.
- Andy moves around during his speech and mingles with the audience. If the room has any spotlights, aim them for a general wash of the very front center 15 feet of the stage.

## 5. A Table at the Back of the Room:

- Please provide a table in the back of the room as Andy gives away additional (no charge) handouts to all attendees, while he offers his books and other learning materials.
- *A volunteer to aid in handing out the post program handouts is greatly appreciated, but not mandatory.*

**CONTACT INFO: Andy Core, M.S.**

Andy's mobile: 479.871.5810 - office - 479.582.2639 email: [andy@andycore.com](mailto:andy@andycore.com) - web: [www.andycore.com](http://www.andycore.com)