



**AUDIO VISUAL NEEDS:**  
**KEYNOTE OR GENERAL SESSION**  
**Tim Gard, CSP, CPAE**

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!1**

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**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 (at the back of the stage/riser) for quick access to his props during the program.

**Three Chairs:** Standard audience chairs placed side by side at one of the 2 Prop Tables. It is vital that the chair do not have arms.

**LED Projector & Screen:** The LED projector should be within easy reach at the front of the riser. Please ensure the screen is large enough so that everyone in the audience can view the projected images. If you have a group that exceeds 400 people, we recommend using large display screens for Tim's PowerPoint slides.

**Microphone:** For groups of over 40 participants, Tim requires a microphone. His preferred choice is 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 and preference. However, Tim interacts with the audience throughout the program so please ensure the separating isles are wide enough to comfortably pass through. Additionally, please ensure steps are placed in front of the riser so he doesn't have to leave the stage from the sides.

**Merchandise Table:** If you have approved the sale of Tim's books, tools and other items after the event, he will need one (1) table six (6) or eight (8) feet in length to display the 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.**