TIM GARD
HALL OF FAME SPEAKER

Event Success guide

Thank you again for having me present at your event.

Please use this as a guidance for ensuring an optimal audience experience of Tim's program. Within this guide you will find recommendations on:
- Platform
- Audio/Visual
- Room Setup
- Merchandise Table
- Music

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 you to find alternate solutions!

CONTACT

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Laughter Becomes You

Please keep in mind that Tim presents several stories while using (or seated) in the 3 chairs, and the audience must be able to see him, clearly. So that everyone can fully enjoy Tim's stories and see all his props the following is recommended:

PLATFORM RECOMMENDATIONS

Riser/Stage	Height: 6-inch to 24-inch (riser or stage) If steps are used, place in center, not sides.
Prop Tables (2ea)	Skirted tables approximately two-feet wide by six or eight-feet long. Both tables are ideally placed directly behind Tim (at the back of the stage/riser), for quick access to his props during the program.
Chairs (3ea)	Standard audience chairs placed side by side at one of the 2 Prop Tables. It is vital that the chairs do not have arms nor the use of bar stools.

A/V RECOMMENDATIONS

Projector & Screen	An LCD projector needs to be within Tim's easy reach, with a remote control and a screen large enough for all to see. Tim will bring a thumb drive containing PowerPoint slides and can use room laptop or his own.
Microphone	Tim's preference is a lavaliere (lapel) wireless microphone. If a wireless lavaliere is unavailable, please provide a hand-held wireless microphone.

MUSIC (optional)

If you will be using walk on/walk off music Tim suggest upbeat and happy to get the audience in the mood.

MERCHANDISE TABLE (optional)

Table (1ea)	If you have approved the sale of Tim's books, tools or other items after the event, he will need a 6 or 8-foot long table to display the merchandise. This should be off to either 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.

A GOOD RULE OF THUMB

When in doubt or unsure, simply consider what's required for all audience members to be able to see and hear Tim from the stage, or front of the room. Please see the illustration contain herein for optimal stage area setup.
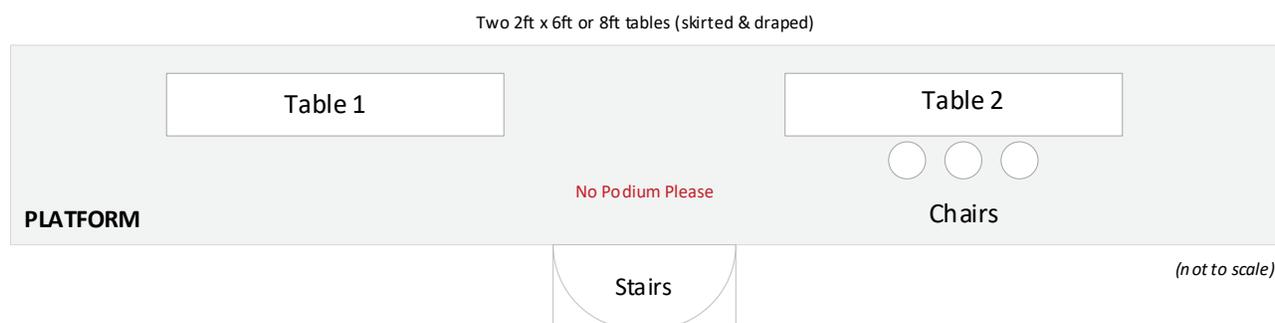
PLEASE NOTE

Please pay special attention to providing ease of access to all things and people, as Tim often moves around the room, interacting with the audience and passing out "freebies".

Tim realizes the room setup will be based on the venue where your event is being held and often times you have additional presenters. However, please see illustration below for the optimal setup for the audience to enjoy Tim's presentation.

Tim asks that any and all isles be wide enough to comfortably pass through since he leaves the stage and engages with the audience throughout his presentation.

PLEASE PROVIDE A COPY OF THIS TO THE EVENT HOST IN CHARGE OF ROOM SETUP

OPTIMAL STAGE AREA SETUP

Two 2ft x 6ft or 8ft tables (skirted & draped)

Table 1		Table 2

No Podium Please

Chairs ○ ○ ○

PLATFORM

Stairs

(not to scale)

NOTES:

1 – If a podium is present, if possible please re-locate to back of stage out of the way, Tim uses the entire stage area.

2 – Please no chairs with arms nor bar stools. Same as audience is perfect.

3 - If a riser is not an option, an alternative plan is to simply place 2, 6-foot long tables in the front of the room, so that Tim can easily access his various props/items as needed throughout the program.

4 - If a head table is utilized, you may consider placing a short riser in front of it. Then temporarily relocate the table's occupants to other seats during Tim's program so that Tim may use the head table to hold his props.