

# AUDIO VISUAL NEEDS

Tim Gard, CSP, CPAE | Tim Gard International  
General or Keynote Session

***The following items are recommended for optimal audience experience of Tim's 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 you to find alternate solutions!*

**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 document titled "Room Setup" for illustration.

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".

**Riser/Staging\*:** So that everyone can fully enjoy Tim's stories and see all his props, Tim recommends:

- (minimum) 6-inch to 24-inch riser (*for groups over 70 people. If steps are used, place in center, not sides*)
- (quantity) two: 6-foot long prop tables
- (quantity) three, standard, chairs (no bar stools, please)

***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 as various props/items are needed throughout the program.

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

*\*Regardless of the option which best suits the space and your audience count, 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.*

**Prop Tables:** Two 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.

**Three Chairs:** Standard audience chairs placed side by side at one of the 2 Prop Tables.

*It is vital that the chairs **do not** have arms.*

**LCD 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 will require a computer to run the file.

**Microphone:** For groups of over 40 people, a microphone is required. Tim's preference is a lavalier (lapel) wireless microphone. If a wireless lavalier is unavailable, please provide a hand-held wireless microphone.

**Room Set-Up:** Your choice and preference, however, please see file "Room Setup" for illustration. Tim requires that any and all aisles be wide enough to comfortably pass through.

**Merchandise Table:** 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.

**If you will be using walk on/walk off music** Tim suggests Blur: "Whoo Hoo". <http://youtu.be/936oRZXcAsw>