Ty Howard's Room and A/V Setup

Just as the ambiance in a restaurant enhances the enjoyment of a meal, our room setup and A/V requests enhance Ty Howard's program **for the ultimate benefit and enjoyment of the audience**. Please discuss any changes or items you will not be able to supply in the Room and A/V Setup with us at least 24 hours before Ty's program presentation. **We are flexible**. We do not want to cause you additional work, but sometimes **just a little extra effort can mean a great deal to the outcomes**. An ineffective room setup can sabotage the best speech / training presentation.

1. Audio Visual Materials:

A. Wireless (Tie clip) microphone

B. Ty can either 1) bring his laptop (HP Pavilion dv4), or 2) bring his PowerPoint presentation (slides) on a USB flash drive key. You provide the **white projector screen** and **PowerPoint presentation projection system**.

C. A stand-alone CD receiver that plugged into the room (house) sound system so that Ty can play is selection of support music / audio clips for your selected speech / training presentation. If you cannot provide a stand-alone CD receiver for Ty's music CDs, you may provide a quality large boom box.

2. Staging:

- If a podium is being used for Ty's introduction, set it back a few feet and off to the side from the front of the stage or the area where Ty will be presenting, so that Ty can walk in freely in the presentation area unobstructed.

- A four foot table (rectangle shape preferred) near the stage or front of the room, set it off to the side a few feet, for Ty's props and support materials.

3. Lighting:

- Dim the screen area (unscrew ceiling bulbs above the screen, if possible), but leave full house lights on during the program. Ty needs to see audience faces and they need to see his facial expressions too.

- Ty Howard moves around during his speech / training presentations. If the room has spotlights, aim them toward the very front of the stage.

4. Recording:

Recording Ty's program presentation is encouraged. However, there has to be a Presentation Recording Agreement signed by you and Ty Howard beforehand in order to record his presentation — due to many of Ty's presentations being registered trademarked presentations.

There is an additional, separate, recording fee that must be paid up front, in-full, for your organization to be granted "written" permission to record any of Ty's presentations. Without a written *Presentation Recording Permission Letter from InspiraGen Institute, LLC*, you or anyone in your group may not setup any type of audio or video recording system to record Ty's presentation.

Please contact InspiraGen Institute, LLC in advance at **(800) 385-3177** to discuss and confirm recording Ty.

Additional Tips – for Ty Howard's Room and A/V Setup

1. Use your own speaker sound system, rather than the speakers in the room ceiling, if you have an old in-house sound system or are unsure about the quality of the system in the location of your meeting / event. You will get a much higher quality sound.

2. Use speakers in the front, middle, and rear of the audience.

3. Do not overset the room. If you are planning on 1000 people, set the room for 1000 (or fewer), not 1200. It is better to have every seat taken than large empty spots throughout the audience and an empty front row.

4. If the room is rectangular, set the stage area in the middle of the long wall—not on the short end. It is better to have an audience wide than deep.

5. If there may be stragglers coming into the room after Ty has begun speaking, have a representative from your group to guide them to and through another entrance (door) that will have them entering further away from the area where Ty is presenting.

6. Ask attendees to turn off pagers, phones, and other possible alarms before beginning.

7. Use image magnification where appropriate. Meaning, if you have a very large group, add additional viewing screens so audience participants way in the back can see Ty up close.