

GETTING READY FOR GARY'S PERFORMANCE... WHAT'S NEXT?

First of all, a big, big THANK YOU! for inviting Gary to speak. We hope you are as excited as we are and will help you in every way possible to fill the room and to have your guests / audience leave with renewed enthusiasm and valuable leadership knowledge.

The following are the things that Gary will need in order to pull off a crowd-pleasing performance:

✓ **Audio Requirements:**

Gary tends to move around and frequently talks with his hands. He finds it best to use a cordless style lavalier microphone that could be clipped on. The microphone can also be fixed to a nearby podium "just in case" he needs it.

✓ **Visual Requirements:**

Gary frequently likes to add visual aids for his audience. Please have an LCD projector readily available, as well as a size-appropriate screen that everyone will be able to see. Also make sure the room has adjustable lighting in case they need to be dimmed during the video parts and then brightened again for the majority of the presentation.

✓ **Flip Chart:**

Gary often uses a flip chart during his presentation to highlight talking points with the use of a flip chart. It should be big enough to be seen by the back of the room, if possible.

✓ **Seating / Arrangements:**

If the event is a workshop, rectangular tables are preferred because Gary encourages his participants to engage in the discussions. For keynote speaking and larger audiences, theater style seating is the best option. The first row of chairs should be no more than 10feet from the stage. Gary tends to walk while he talks so please allow room for him to move around if at all possible.

✓ **Introduction:**

You will be provided with an introduction that can be read prior to Gary speaking. Try to find a host who will be enthusiastic about introducing him. We can also provide you with a bio if you like.

We're glad you made the choice to have Gary Patton speak at your next event. Thanks for choosing him! Feel free to call us if you have any questions or comments prior to your event.

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