



Event Checklist for Jack Ryser

Audio Visual Needs

- A wireless, hands-free microphone. A lavalier microphone is preferred, but an earpiece is acceptable if needs be. This microphone needs to connect to the room's speaker system or independent audio equipment. Speakers located in front and also behind the audience are recommended.
- A back up microphone system. This can be a standard wired microphone that also connects to the room's speaker system or independent audio equipment.

Room Set-up

- There should be no more than 10 feet between the first row of seats or table to the speaker platform.
- A raised platform or stage that provides the audience an unobstructed view of Jack during his presentation.
- A separate light source/spotlight for the stage will help keep the audience's focus on Jack during his presentation.
- Using a dark backdrop on the stage will help accentuate the presenter during the event.
- Please do not over seat the room. If you are planning on presenting to 100 people, set chairs for only 80 (or even fewer). This will force the audience to fill all of the seats, including the front row. Again, the front row should be no further than 10 ft. from the stage.
- If possible, the room should be set up horizontally with chairs staggered instead of directly behind each other. This will offer a better view to the audience and allow Jack to connect with the audience more easily.
- Jack is a big believer of learning by reinforcing principles from various sources. Please have a display table in the back of the room for book sales and signing.

Recording Presentation

To make an audio or video recording of Jack's presentation you must get prior approval. Please contact Jack at 385.261.4902.