



Gil Gerretsen's Event Setup Guidelines

Gil Gerretsen, Speaker

1212 Haywood Road, Building 300-D
Greenville, SC 29615
888.658.4776

Audio / Visual

Gil prefers a wireless lavalier / lapel microphone, a small height-adjustable stand (i.e. music stand), and a whiteboard / flip chart (if appropriate and available). He will also use a hand held microphone, but please make sure it has a cord long enough for comfortable movement. He has no other A/V needs. Gil's interviewer / emcee (if that format is being used) should be comparably equipped.

Room Setup

Podiums – Gil prefers not to be encumbered by a podium during his talks. If a podium is present on the stage, please move the podium aside so there is plenty of room for Gil to move around.

Head Table - If you are using a head table, please make sure there is a comfortable amount of space to move around either in front or behind the table.

Please have a drinking glass and a pitcher of water (without ice) available.

Other Suggestions

After a lot of experience, we have found the following ideas will add to the quality of any event. These are by no means necessary, but rather tips to improve your event at your own discretion.

- * Two inexpensive lights in front of the stage, crossed at the speaking location, can really help create connection between Gil and your audience. It has been proven that participants have a harder time hearing when they can't see well and make good eye contact with the speaker.
- * If you are recording the event (subject to advance approval), put microphones in the audience to pick up audience response. This will make a huge difference in the impact of your recording.
- * Do not overset the room. If you think you will have 150 people, set the room for about 10% - 15% fewer. There is a certain air of excitement when extra chairs need to be brought into the room. Empty seats in front, or gaps in a crowd, are known to reduce participant attention and focus.
- * If you have over 150 people, please use a riser or stage.
- * 68 degrees is the optimal room temperature and should NOT be higher than that!
- * Never set a rectangular room with the stage on the short end. The folks in the cheap seats will thank you.