

The following tips will ensure that your event attendees have an amazing experience . These guidelines will enhance Sam's rapport with your audience - they are not requirements but rather are provided to help event planners identify and coordinate resources.

- ✓ Use your own speaker sound system, rather than the speakers in the room ceiling. You will get much higher quality sound.
- ✓ Stage size: suggested size is 16 feet deep and 18 feet long with no podium.
- ✓ Use speakers in the front, middle and rear of the audience.
- ✓ If recording as part of a Custom Know More University Center, put microphones in the audience to pick up audience response.
- ✓ Use additional light sources for presenter. Studies have proven that when the presenter is illuminated more than the audience, listeners can hear better and are less distracted.
- ✓ Keep the front row as close to the stage as is possibly comfortable, six feet away where possible.
- ✓ Do not over set the room. If you are planning on 200 people, set the room for 200 (or fewer). It is better to have every seat taken than large empty spots throughout the audience and an empty front row.
- ✓ 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. Make sure that all have a great view of the screen, and use multiple screens if necessary.
- ✓ Tape the latches on doors shut. That way if someone needs to leave the room, the closing of doors does not produce a clicking sound.
- ✓ Use a dark backdrop; he face of the presenter is accentuated against it.
- ✓ Use music in your program.
- ✓ Use image magnification where appropriate.