Bill Wooditch

***Room & A/V Setup***

* Wireless lavaliere microphone
* Hand-held wireless microphone (back-up)
* Screen, projector and DVD player or laptop all connected to speakers/sound system
* Room air-conditioned 1 hour prior to presentation
* Bottled water
* Riser with walking room
* Please remove dais or podium from the stage before Bill is introduced
* If a meal is being served, please introduce Bill after all food service is finished and the wait staff is out of the room
* If there is a head table, please set it back 2-3’ so Bill can speak in front of it
* Two 6’ tables (covered and skirted) to display Bill’s resources
* Client agrees not to audiotape or videotape the presentation without prior written consent. If taping is approved, Bill asks that:
	+ a professional taping technician do the taping
	+ he receives the master copy within 30 days of the program
	+ copies not be sold and are for internal use only
	+ no version of the presentation is to be added to YouTube