

AV/Room Set-Up

Your meeting is important, and Lynn wants to help your blood pressure points stay normal! Simply use the suggestions below as a checklist to create an inviting environment conducive for optimal learning:

1. Lynn prefers to interact among the audience; however, a platform high enough to give audience members a clear, unobstructed view of Lynn, is warranted at some locations. If a platform is needed, please set a small table to the side for materials. Lynn will speak from the platform and table so a lectern is not necessary.
2. Participants seated at round tables works well for most of Lynn's programs, depending, of course on purpose of the event. If tables are not being used, chevron style seating is preferred with a center aisle.
3. Lynn prefers a wireless handheld microphone for keynotes and a wireless hands-free microphone for trainings. Please have back-up batteries available.
4. Lynn prefers house lights up at all times. If a PowerPoint presentation is being used, please dim the lights on the screen and keep the audience lights up.
5. If a room is rectangular, please set the focus in the middle of the long wall, not on the short end. It is better to have an audience wide than deep.
6. Lynn will need a table set to the side of the center stage for her products display.
7. When music is used in the programs, Lynn will need the sound system to accommodate the audience. Lynn will play royalty free music or discuss with you the cost of playing music to enhance the program.