



Recommended Room Set-up & Technical Specifications

The room set-up can play a large role in the success of an event.

Here are a few suggestions to help us maximize the results of your event.

- On Target Leading's events are lively and entertaining. Using music, videos and slides, our presentations are sure to capture your audience. A projection system and cables are needed for the use of videos, photos and/or a Powerpoint presentation using a laptop computer. OTL will provide the laptop to be used.
- Use the largest video screens possible and, depending on the size of the audience, two screens or more will may be needed.
- OTL likes to engage the audience and encourage audience participation where appropriate. Bruce will be using the entire stage and may even move into the audience, therefore, plenty of stage space and easy access to the audience is needed.
- A wireless lapel microphone is needed to allow Bruce to move freely and, in some cases, a wireless handheld is needed for audience participation.
- The use of two folding chairs may be needed during the presentation.
- If possible, a back-up laptop should be available to be used in case any problems occur with the speaker's computer. A copy of the presentation will be ready to run should something unforeseeable happen and will eliminate any delays in the program.
- On Target Leading would like have a table set-up somewhere adjacent to the event space in order to display our organization's brochures, sell books and other items, and have a place for people to come talk with Bruce.
- Also, one bottle of water on stage for Bruce would be appreciated.

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