



ROOM SET~UP REQUIREMENTS

Darnielle requests that a staff member be present to ensure correct audio/visual and room set-up. Darnielle also requests that a staff member be present during the first 5 minutes of the presentation, to ensure that all equipment is operating properly and the necessary adjustments are made promptly.

- **Microphone Requirements** - Please have a lavalier microphone with fresh batteries available. If possible, please have a handheld microphone available for back up. A handheld microphone is requested for audience participation.
- **Sound Check** - Darnielle typically arrives to the meeting room 1-2 hours before the presentation for audio/visual check.
- **Seating Design** - Darnielle prefers theater or classroom style seating. If neither is available, U or V shape style is acceptable. Please position seating 4 to 7 feet between Darnielle and the audience.
- **Platform Riser** - For audiences of 50 or more, Darnielle prefers to have a 2 -3 foot riser on the stage.
- **Lighting** - lights must be up to facilitate communication, interaction and conversation. Please use a dark background behind where Darnielle will be positioned.

If you have any questions, please feel free to contact us at (888) 801-5794 or you can email us at Darnielle@incredibleoneenterprises.com.