



## Gil Gerretsen's Event Setup Guidelines

**Gil Gerretsen, Speaker**

1212 Haywood Road, Building 300-D  
Greenville, SC 29615  
1.864.268.5300

### Audio / Visual

Gil requires 1) a wireless lapel microphone/lavaliere, 2) a small height-adjustable stand (i.e. music stand), and 3) a large face clock that is easily readable from the stage. If your event is a more personal venue, then please provide a whiteboard/flip chart. Gil is willing to use a hand-held microphone, but the cord should be long enough for easy movement. He has no other A/V needs.

### Room Setup

**Podiums** – Gil prefers not to be encumbered by a podium during his talk. If a podium is present on the stage, please move the podium aside so there is plenty of room for Gil to move around.

**Head Table** – If you are using a head table, please make sure there is a comfortable amount of space to move around either in front or behind the table.

**Water** – Please have a drinking glass and a pitcher of water (without ice) available.

### Other Suggestions

The following ideas will add to the quality of any event. These are by no means necessary, but rather tips to improve your event at your own discretion.

- \* Two inexpensive lights in front of the stage, crossed at the speaking location, can really help create connection between Gil and your audience. It has been proven that participants have a harder time hearing when they can't see well and make good eye contact with the speaker.
- \* If you are recording the event (subject to advance approval), put microphones in the audience to pick up audience response. This will make a huge difference in the impact of your recording.
- \* Do not overset the room. If you think you will have 150 people, set the room for about 10% - 15% fewer. There is a certain air of excitement when extra chairs need to be brought into the room. Empty seats in front, or gaps in a crowd, are known to reduce participant attention and focus.
- \* If you have over 150 people, please use a riser or stage.
- \* 68 degrees is the optimal room temperature and should NOT be higher than that!
- \* Never set a rectangular room with the stage on the narrow end. The folks in the cheap seats will thank you.