



Event Planning

Bo has discovered some ideas for room set up that will add value to the quality of any meeting when applied. We welcome positive and enthusiastic response from the audience. This is accomplished by using some of the room setup principles. Please keep in mind Bo does not require you to do any of these. We are adding the fine details here to bring value for the meeting planner. If you have questions about any of the setup principles, please contact Bo or one of his representatives at (678) 826 - 4731.

- Ask the attendees to turn cellphones and other possible alarms off before beginning.
- Use music in your program
- If recording, put microphones in the audience to pick up audience response.
- Use image magnification where appropriate.
- Theater style seating - Full house lights (if available)
- Use a dark backdrop.
- The audience should be seated as close to the stage as possible.
- Stage size: suggestion minimum - 16 feet deep and 20 long with no podium.
- Place speakers in the front, middle, and near the audience.
- Use additional light sources for the presenter.
- If the room is rectangular, set the stage area in the middle of the long wall, not on the short end. It is better to have an audience-wide than deep.
- Don't over seat the room. If you are planning on 100 people, set the room for 100 (or fewer), not 150. It is better to have every seat taken than large empty spots throughout the audience and an empty front row.

Flip Chart & Pens

Whether it's a training session or workshop Bo will always need a flip chart, whiteboard and preferably six different colours markers on hand (black, blue, red, green, yellow and purple)

Recording Devices

Audio and/or videotaping is available with PRIOR WRITTEN AUTHORIZATION. If you're interested in recording Bo's presentation, please review the recording clause in his speakers agreement or contact Bo Hairston at 678 -826-4731 or info@hairstonco.com

Tips & Suggestions

When the room is rectangular, if possible, please have the stage positioned in the center of the long wall. This increases greater intimacy between your audience and the speakers who are on stage.