

## **AUDIO / VISUAL REQUIREMENTS FOR INGO LOGE'**

### **Wireless Lavalier Microphone**

Please have a headset microphone with fresh batteries available. If possible, have a handheld microphone available for back up.

### **Platform Riser**

For audiences of 50 or more, Ingo prefers to have a 2 – 3-foot riser on the stage or floor if an open room.

### **Seating Preference**

Ingo prefers theater or classroom style seating. If you can't have theater style seating, U or V shape style is fine.

### **Sound Check**

Ingo typically arrives to the meeting room two hours before the presentation for A/V check and presentation set up or the night before. It is requested that someone be present during the first 5 minutes of the presentation to double check that things are working properly.

Projector and Screen

Ingo prefers to bring his lap top for smaller venues of 100 or less. Please have power and projector Ready and an AV tech to aid with support 1 hour before the presentation

### **Easel White Board**

With colored markers and a **clean eraser**

### **Props and Set Up**

1. If presentation is a Supermarket Secrets Revealed The Good bad and the ugly, or Eat Move and Be Healthy Workshop, **half or full rounds** are advised for attendee amount In a semi circle shape
2. Large bowls Filled with sugar on each table that can be easily accessed, please fill with sugar usually a two and a half pound bag per table is good, please include an empty martini glass for each attendee and a TEA SPOON as we will be reading labels and measuring hidden sugars

3. A microwave oven and two blenders located on two 6 foot tables with plugs and power. A Large Trash can that is plastic lined is needed for waste from the blender demonstrations. Different level platforms to showcase food items so all are not at eye level.
4. Tasting and Snacking table with plenty of access for groups of 50 or less, food for table to be determined by Ingo, catering director and meeting planner.

**Things You Should Consider:**

5. Depending on the venue, having your own sound system is much better than the house system. You will get better sound quality. When it comes to having a highly successful meeting, everything counts. Yes, even the quality of sound counts. It's the little things that make a big difference.
6. Make sure that the stage and the audience are well lit. Proper lighting conveys energy and a positive mood.
7. Use a dark background. It will eliminate distractions and help the speaker, stand out. As a result, audiences tend to pay more attention and listen better.
8. Do not put too wide of a gap between the speaker and the audience. That tends to diminish the speaker's ability to really connect with the audience. We suggest that you keep the distance within 4 to 7 feet.
9. Standing room is better than empty chairs. It raises the energy level. It is best to have enough seats for your expected attendance than to have rows of chairs empty. Think of it this way, you want people to walk away saying "the room was packed with standing room only." That is much better than "attendance was low."