

Please help us create the most advantageous learning environment possible. This setup takes into consideration the demands of comfort, safety, and optimum presentation of the lecture and multi-media elements of our programs. Every facility is unique, and we realize that occasional adjustments to this ideal plan are inevitable.

Please provide a 12' by 16' staging area positioned against the wall and opposite the entrance doors. Use 12" risers only if the group guaranteed is more than 100 people.

Position two 8'x18" draped-and-skirted tables end-to-end upstage and in front of the screen, and a 30 or 36" square table, also draped and skirted, set stage-front-right. A heavy, square table would be ideal, providing a stable base for the digital projector, and enough room for a computer, sound equipment and props used in the presentation. Please run the extension cord for the projector around the edge of the stage, so that the speaker will not step on it.

Set an 8' projection screen (white finish only, please) upstage-right and against the wall. Set a digital video projector on the table, and align with screen, as shown above. Set a barstool as indicated. The speaker will provide his own laptop computer, but will require a wireless lavalier and handheld microphone, and an audio patch from the laptop to the audio mixer. Please route these cables from the projector table to the screen where they will not be walked on. Please do not tape them down until the speaker has completed setting up his equipment.

Also please provide two front-of-house loudspeakers on stands set downstage left and right, and just in front of the staging area. Powered loudspeakers, like the Mackie SR-450, or the Anchor Explorer Pro, or equivalent, are recommended. If the meeting room has built-in speakers in the ceiling, please provide a patch to them as well.

The meeting room should be set classroom style, with not more than 3 chairs per 6 foot table, or not more than 4 chairs per 8 foot table. Tables should all be separated by aisles as shown above, so that the seats at both ends of each table are aisle seats, and a delegate is never more than one seat away from an aisle. Arrange the tables on either side in "herringbone" or "chevron" style, in arced rows so that everyone is facing center stage.

Tables for the coffee service should be placed in the rear of the room, near the doors. Place pitchers for drinking water and glasses at each table. If your facility normally provides pens, please set them out, but no notepads, please.

Please ask the staff member responsible for setting up the meeting room to call the speaker (Heather Lutze) on her cell phone at 303-909-6710, or at the hotel, when they begin to set up the room to review any last-minute details. If the speaker has not yet checked into the hotel, please leave a number where she can reach you as soon as possible after she checks in. If you or anyone on your setup crew has any questions about these instructions, or if you need to modify this plan in any way for any reason, please call Heather on her cell at 303-909-6710, so that she can explore workable options.

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