

Mastery Performance™ Program

- Room Set Up Requirements -



1.1 A/V Equipment

The host will ensure that the following is set up in advance of the session:

- Internet Access
- LCD Projectors and Screens
- Computer connected to LCD projectors
- Whiteboards or flip charts with appropriate markers
- 1 lavalier microphone & 1 Wireless microphone connected to the PA system
- Podium or table to hold notes and presentation equipment
- Visible name tag for each person

1.2 Room Layout

The preferred order of room layout is as follows:

1. U Shape
2. Auditorium Style
3. Classroom Style
4. Banquet

1.3 Hand-outs

The host will ensure that each participant in the session has a printed copy of the following:

- Mastery Performance™ Program Presentation Handout

1.4 Back of the Room Table

The presenter will require a separate table and chair to facilitate the marketing and sale of the following items:

- Computer Equipment
- Mastery performance™ program information
- Books, CDs, DVDs, and Tapes
- Mastery Performance™ Sessions

1.5 Video Recording (Optional)

When the host or presenter has arranged for the session to be recorded on video, the following equipment may be required:

- At least one camera facing presenter
- One or two cameras facing audience
- Additional wireless microphones connected to the cameras
- Additional lighting as required
- Adequate space for video recording equipment

1.6 Food & Nourishment

The presenter would prefer the following nourishment to be available during the program:

- Bottles of Natural Mountains Spring Water
- Chicken, Fish or Vegetarian Soups or Salads : (*Please exclude white bread, potatoes, tomatoes, cheese, mayonnaise, shell fish, tofu, peppers, corn products, and caffeine*)