

# Pete Winiarski

## Room Setup and Audio-Visual Requirements

For questions or concerns, please call our office at (860) 651-6859

Mr. Winiarski takes his commitment to your group quite seriously. He understands that you have invested a great deal of time and money into your event, and would like to offer you some suggestions to make sure you receive the maximum return possible on your investment. Often the slightest change in ambiance and staging will greatly affect the outcome of a speaker's presentation. The following suggestions are the result of years of experience at the best - and worst - events. Poor planning can sabotage even the best speech. Mr. Winiarski's only concern is to do the best program that he can possibly do for you.

### AV Requirements

- ❑ Mr. Winiarski uses **A LAVALIERE MICROPHONE**. Wireless is preferable, but not mandatory. Please make sure that the AV department has a back-up microphone available at all times. A good suggestion would be to have someone from your group assigned to the microphone system should any adjustments be needed for volume, bass, feedback, etc.
- ❑ Mr. Winiarski uses **MICROSOFT POWERPOINT** throughout his presentation. This greatly enhances his message for greater impact and higher retention levels. Mr. Winiarski will bring his own Macintosh laptop—with his presentations on it. Please provide a 6' draped table for him to place his laptop on and to organize his materials.
- ❑ You will need to provide Mr. Winiarski a multimedia projector to connect to his Macintosh laptop. If the audience is larger than 600 we recommend you consult the technical staff of the venue. A remote control should be available for the projector.
- ❑ If you prefer Mr. Winiarski's presentation to be controlled from back-stage, providing him a clicker to prompt the changes, **PLEASE** make sure that there is a monitor for Mr. Winiarski to see what is being projected on the screens if they are not within his line of site.
- ❑ Do you require a copy of Mr. Winiarski's presentation on a flash drive in advance of the event? If so, please call our office **NO LATER** than 30 days in advance to arrange.
- ❑ Please provide (2) six-foot skirted tables for the first 200 attendees, and one for each additional 300 people, set up in the pre-function area just outside the meeting room. Mr. Winiarski will sell and sign books for those who would like to have them. If this is not possible, please call our office to discuss alternative solutions.
- ❑ On stage, where he is placing his materials, please have a bottle or pitcher of **purified water** and a glass for Mr. Winiarski. No ice please.

### Introducing Mr. Winiarski

- ❑ Please read Mr. Winiarski's introduction, or keep it fairly close **TO THE WAY IT IS WRITTEN**. If you do not have a copy of his introduction in your package, please call our office to request one at (860) 651-6859, download from our website, or ask Mr. Winiarski on site.
- ❑ Try to have the group in a fun upbeat mood before introducing Mr. Winiarski. Sad announcements or moments of silence for a departed friend are appropriate, but please not immediately before Mr. Winiarski.

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## Recording Devices

- Audio and/or video - taping is available with **PRIOR WRITTEN AUTHORIZATION**. If you're interested in taping Mr. Winiarski's presentation, please review our recording agreement. If you do not have a copy please call our office and request one (860) 651-6859 or download from our website.

## Room Setup

- Theater or classroom seating is preferable in chevron style seating. We understand that when planned on or around a meal, this is not possible.
- A riser is requested if there are more than 100 attendees
- For the benefit of your audience, and Mr. Winiarski, please request from the hotel or auditorium management that the meeting room have no distracting noise from an adjoining room, such as a singing group, rock band, etc. during the time Mr. Winiarski is presenting his keynote or seminar.
- Coffee and tea is a great service to your attendees. However, please do not have coffee service available inside the room. It can distract your participants too easily.
- It is difficult to build intimacy and rapport if your audience is still eating. Please instruct the banquet staff to clear up **AFTER** the speaker's presentation.
- When a photographer is present, please ask them to refrain from taking photos the first 15 minutes of the program. This can be distracting to the speaker and audience.
- Please make sure the room is well lit especially the staging area. People remember more and laugh more in bright rooms. Mr. Winiarski prefers to see the faces of the audience. This allows him to see how they are responding to his presentation.

## Scheduling Concerns

- It is not a good idea to have your main speaker the last day of a conference when your participants have been up late the night before.
- An extended cocktail party prior to Mr. Winiarski's presentation is not desirable. To get the most from your investment of Mr. Winiarski presentation, consider changing the schedule to maximize his message and the response from the audience.
- Please do not have awards or lengthy announcements immediately following Mr. Winiarski's presentation. This tends to diffuse the energy and message Mr. Winiarski has just left with your group. Consider having these announcements first, or taking a break following his presentation, especially if you have had him speaking for more than one hour. This break will also give him the opportunity to meet and shake hands with your attendees during the break following his presentation.