



Helping businesses, leaders, teams,
and individuals experience and sustain
a maximized life with maximized results.

Ty Howard's Room and A/V Setup

Just as the ambiance in a restaurant enhances the enjoyment of a meal, our room setup and A/V requests enhance Ty Howard's program for the ultimate benefit and enjoyment of the audience. Please discuss any changes or items you cannot supply in the Room and A/V Setup with us at least 48 hours before Ty's program presentation. We are flexible. We do not want to cause you additional work, but sometimes, just a little extra effort can mean a great deal to the outcomes. An ineffective room setup can sabotage the best speech or training presentation with a 4-6 foot HDMI cord.

1. Audio-Visual Materials:

- a. Wireless lavalier (Tie clip) microphone or wireless handheld microphone with new (fresh) batteries.
- b. Ty will 1) bring his laptop (HP Pavilion), 2) bring his PowerPoint clicker, and 3) bring his PowerPoint presentation (slide deck) on a USB flash drive key. You provide the white projector screen and PowerPoint presentation projection system.
- c. A second or backup wireless handheld microphone with new (fresh) batteries.

2. Staging:

- If a podium/lectern is being used for Ty's introduction, set it off to the side from the center of the stage or the area where Ty will be presenting so he can move around freely in the presentation area unobstructed.
- A four-foot table (rectangle shape preferred; length-wise) in the front of the room, set it off to the side a few feet in the speaking area, for Ty's props and support materials.

3. Lighting:

- Dim the screen area (unscrew ceiling bulbs above the screen, if possible), but leave full house lights on/up during the presentation. Ty needs to see the audience's faces and they need to see his facial expressions too.
- Ty Howard moves around the stage, meeting room, or speaking area during his speech/training presentations. If the room has spotlights, aim them toward the very front of the stage.

InspiraGen Institute

6400 Baltimore National Pike, Suite 134 • Baltimore, Maryland 21228
Business Phone: (443) 982-7582 • Email: info@capturinggreatness.com



Helping businesses, leaders, teams,
and individuals experience and sustain
a maximized life with maximized results.

Ty Howard's Room and A/V Setup

4. Recording: *Not permitted without a signed 'Recording Consent Agreement' with Ty.

Recording Ty's program presentation is encouraged. However, there has to be a *Recording Consent Agreement* signed by you and Ty Howard beforehand to record his presentation – due to many of Ty's presentations being registered trademarked programs.

There is an additional, separate, recording fee that must be paid upfront, in full, for your organization to be granted "written" permission to record any of Ty's presentations, in any recording format. Without a signed *Recording Consent Agreement* with Ty Howard and InspiraGen Institute — no one in your audience/group may set up any type of audio or video recording system to record Ty's presentation.

Contact InspiraGen Institute in advance at **(443) 982-7582** to discuss and confirm recording Ty.

Additional Tips – for Ty Howard's Room and A/V Setup

1. Use your own speaker sound system, rather than the speakers in the room ceiling, if you have an old in-house sound system or are unsure about the quality of the system in the location of your meeting or event. You will get a much higher-quality sound.
2. Use speakers in the front, middle, and rear of the audience.
3. Do not overset the room. If you are planning on 1000 people, set the room for 1000 (or fewer), not 1200. It is better to have every seat taken than large empty spots throughout the audience and an empty front row.
4. 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 a wide audience than a deep one.
5. If there may be stragglers coming into the room after Ty has begun speaking, have a representative from your group guide them to and through another entrance (door) that will have them entering further away from the area where Ty is presenting.
6. Ask attendees to turn off cell phones and other possible devices with alarms/sounds before Ty is introduced to begin presenting.
7. Use image magnification where appropriate. Meaning, that if you have a very large group, add additional viewing screens so audience participants way in the back can see Ty up close.

InspiraGen Institute

6400 Baltimore National Pike, Suite 134 • Baltimore, Maryland 21228
Business Phone: (443) 982-7582 • Email: info@capturinggreatness.com