



James Lorenzen's Platform Set-Up

Audio-Visual & Lighting

- Wireless clip-on microphone (not required for groups of 40 or less.
- A. Two 3' or 4' square or round, sturdy, draped tables about 6' apart.
- B. Powerpoint projector, if smaller group. Place in back of the room for larger group. Make sure projector is of high quality and replacement bulbs are available.
- C. Large white screen (grey screens work poorly) Placement depends on size of the group.
- D. Large blank white flipchart with colored markers
- E. 32' x 16' riser – raised 12" to 18" off floor for audiences over 200; raised 24" for audiences over 500; raised 36" for audiences over 1500. No riser needed for audiences of less than 200.
- F. Steps at front-center of riser.
- Full house lights during presentation (even when projector is on) without spotlights. If the use of spotlights is important to you, please keep house lights at 50%.

Preferred Seating Arrangements

Audience Size:	Preferred Set Up:
Less than 30	"U" shaped table
30-500	Classroom or theatre style in herringbone format with center isle – unless meal function. Tables for writing highly recommended.
500 or more	Theatre style seating –unless meal function. Please make chair count conservative and have provisions for the front of the room being full. Putting "Reserved" signs on back tables or rows until needed works great.

