

*Please keep the first two pages for yourself.
MEETING PLANNER'S CHECKLIST

for Billy Riggs' Gold Presentation on _____
(Date of Presentation)

PREPARATION FOR EVENT

- ◆ Please fill out the appropriate pre-program questionnaire and fax it directly to Billy Riggs at (512) 301-6903. The questionnaire may be found here: <http://www.billyriggs.com/questionnaire.html>.
- ◆ Please make an appointment to speak with Billy by phone about the event. The conversation should take place, ideally, within a week to ten days of the actual presentation. The appointment usually takes about 30 minutes, and it is important that Billy have the filled-out pre-program questionnaire in his hands prior to the phone conversation.
- ◆ Please send Billy Riggs any conference brochures, annual reports, newsletters, diagrams of meeting rooms etc. that you think might be helpful.

SOUND SYSTEM, LIGHTING, STAGING, AND SEATING

- ◆ Please give the attached "HOTEL/VENUE CHECKLIST," along with a copy of the room diagram, to the person in charge of room set-up.
- ◆ Please give the attached "AUDIO VISUAL CHECKLIST," **along with a copy of the room diagram** to the person who will set up the sound system.
- ◆ If you desire to videotape the presentation, please obtain prior permission from Billy Riggs. Such permission is easy to obtain for non-commercial purposes.
- ◆ Please make arrangements to have the stage **and audience** lit brightly. Usually, room lighting is sufficient, provided it is turned up as brightly as possible. If the lights are to be set lower before Billy takes the stage, please have them turned up just before or during his introduction.
- ◆ If you plan to use image-magnification (projecting a live image of the presentation onto a large screen), please tell Billy well in advance so that he can bring written video cues for the camera operator(s). He will also need to know how many cameras will be used, and if they are stationary or mobile.

LODGING

◆ Please make a room reservation for Billy at the hotel where the event is being held, or at the nearest hotel to it. If possible, guarantee the room for late arrival and bill room, tax, and meals to the master account. Mr. Riggs MAY elect to bill the room to his personal card (to collect frequent-guest points) and bill client for said expenses later. However, he will do this *ONLY* if this does not increase your expenses.

◆ Please ask for a room as *convenient as possible to the performance venue, or (if there are no rooms close to the venue) close to the elevator on the floor closest to the venue.*

◆ Please reserve a non-smoking room. It may be a king or two double beds, at your discretion.

INTRODUCTION

◆ After your pre-conference phone conversation with Billy (or earlier, if you request), he will fax or e-mail you an introduction that is appropriate for your group. The introduction should be read word-for-word. He will also bring a hard copy with him to the event.

ASSISTANT

◆ Please select one “volunteer” who will assist Billy by being a stooge in the audience. This should be a woman, preferably in a management role. She will need to meet with Billy for about 2 minutes some time before the show starts, and she will need to sit on the/a center aisle about four or five rows from the front. This is very easy and not embarrassing. She will not need to come up on the stage or even stand.

◆ Please ask this volunteer to keep her participation a *strict secret*.

◆ Please discuss with Billy when this woman might secretly meet with him. **Please stress how important it is for her to be on time for the rehearsal.**

DAY OF PRESENTATION

◆ Please encourage attendees as they enter the room to sit near the front and fill in the front rows. PLEASE MAKE EVERY EFFORT TO FILL THE ROOM FROM FRONT TO BACK, not allowing the back rows to fill first. The best way to accomplish this is to set up fewer seats than you think you need. Other chairs can be stacked in a nearby hallway in case they are needed.

◆ If other people will be using the stage just before Billy does, **please remind them not to touch any of the props on stage, and not to sit in any of the**

chairs placed there for the show. Other chairs may be added to accommodate them, if needed.

◆ If a podium is to be used before Billy's presentation, please make arrangements to have it removed immediately before, during or following his introduction. There is a 40-second window at the beginning of the show in which this action will not be distracting. It is usually best if you do *not* rely on hotel or convention center employees for this duty, as they are almost always unavailable to be present during such a narrow window of time. We recommend that you ask a couple of men in the front row to do it, or a member of the AV crew if one is scheduled to be present.

*Please give this page to the hotel/venue representative.

HOTEL/VENUE CHECKLIST

for Billy Riggs' Gold Presentation on _____

(Date of Presentation)

STAGING

- ◆ Please place the stage on a short wall (at the end of the room instead of on the side). If this is not possible, please contact Billy to discuss.
- ◆ Please make the stage *at least* 18in. tall. The larger the audience, the taller the stage.
- ◆ Please make the stage *at least* 12ft. deep by 20-24ft. wide. If this is impossible, contact Billy to discuss.
- ◆ Please leave a gap of at least 1 foot between the back of the stage and the wall.
- ◆ Please make sure the stage is skirted.
- ◆ Please place **two sets of stairs**, if available, in the following positions: **1)** front of stage and centered (this one should have no handrails, if at all possible), **2)** stage left (the audience's right). This second one may have handrails, if necessary. (SEE DIAGRAM)
- ◆ Please place 7 chairs on the stage. Try not to use big, bulky ones. The kind that can easily be picked up with one hand is best.
- ◆ Please place a skirted 6 to 8 ft. table beside the stage on the floor (either side) on which to display Billy's tapes, books, and videos.
- ◆ Please have one small skirted "cocktail round" or "cocktail square" table on the stage.
- ◆ Please place 6 ballpoint pens on the stage.
- ◆ Please place a *small* wastebasket on the stage.
- ◆ Please place three washcloths or rags on the stage.
- ◆ Provide a power strip (fairly heavy duty preferred), which will bring power to downstage right (audience's near left corner of stage).

- ◆ Please place on the stage a small rolling cart (usually provided by AV) either skirted or with a tablecloth thrown over it.
- ◆ Place 2 pitchers of water on the stage with no ice. This is not for drinking but for one of Mr. Riggs' illusions. This may sit out for hours with no problem.
- ◆ If you are using an auditorium with a permanent stage, please see if it is possible to place stairs front and center of the stage.
- ◆ If there is an orchestra pit in front of the stage, please call Billy to discuss.

SEATING ARRANGEMENT

- ◆ Please arrange audience seating (whether classroom, theater, or banquet style) so that the entire audience is in *front* of the stage. In other words, keep the audience *fairly* narrow rather than wide. If this is not possible, please call Billy to discuss.
- ◆ Please leave one or more aisles.
- ◆ Please put up only as many chairs as you *realistically* expect to need. This prevents the front rows from being left empty.
- ◆ If you are using an auditorium with permanent seating, please rope off any unneeded rows at the back.
- ◆ Please place the front row of chairs **CLOSE** to the stage. Leave only enough room for a person to comfortably walk between the stage and the front row of chairs (about four feet).

*Please give this page to the audio/visual representative.

AUDIO VISUAL CHECKLIST for Billy Riggs' Gold Presentation on

(Date of Presentation)

The following items will be needed:

1) One wireless lavalier (lapel) microphone. It would be nice if this microphone could be dedicated only for Mr. Riggs at least one half-hour before his show. PLEASE DO NOT SUBSTITUTE AN OVER-THE-EAR STYLE MICROPHONE!

2) Two handheld microphones (at least one should be wireless) on floor stands. If you have a boom stand, please make one of the two stands a boom. If not, two straight stands are fine.

3) An **LCD Projector and Screen** will be needed. Billy Riggs will bring his own laptop computer. You will also need a **VGA cable** to reach from the stage to the projector. Billy Riggs will bring his own remote control for the computer. The screen must go to either side of the stage, *not at the back of it*, as his props will cast a shadow on or block the screen. If the screen **MUST** go center stage, make sure that it is as high as it can go (the bottom must be at least seven feet above the stage.) If this is not possible, please discuss with Billy.

4) A mixer board, which controls all of the above.

5) A live power strip placed downstage right (audience's near left). This is also where Billy Riggs' computer will go.

6) You will need to provide a **mini-plug audio output to the mixer board** to patch Billy Riggs' laptop into the house sound system. He will bring his own remote control and control the volume with it.

◆ Please make sure fresh batteries are inserted in each wireless microphone.

◆ Please hand the wireless lavalier microphone to Billy before the show, or leave it on the stage.

◆ Please put the wireless handheld microphones on floor stands and place them anywhere on the stage.

◆ Be sure to unscrew or turn off any lights that might wash out the projection screen(s).

- ◆ Test microphones and audio patch from the laptop.
- ◆ Please make sure the sound system is operational well before the presentation to allow time for sound checks.
- ◆ Please make sure the lighting is bright onstage and at least fairly bright in the audience.
- ◆ Aim any available ceiling spots at the stage, **and replace burned out bulbs**, if possible. The goal is to flood the entire stage, not to highlight specific areas of it.
- ◆ If a lighting system is to be used, make sure that Mr. Riggs can stand at the **VERY FRONT EDGE OF THE STAGE** and still have his face lit.