

Please keep the first two pages for yourself.

MEETING PLANNER'S CHECKLIST

for Billy Riggs' Silver Presentation

PREPARATION FOR EVENT

- Please fill out the pre-program questionnaire enclosed with your booking packet and fax it directly to Billy Riggs at (512) 301-6903, or mail it to him at 5804 Tinita Court; Austin, TX 78739. If you need another copy of the questionnaire, you may retrieve it from www.billyriggs.com/equestion.pdf.
- Please make an appointment to speak with Billy Riggs by phone about the event. The conversation should take place, ideally, within a week or ten days of the actual presentation. The appointment usually takes about 30 minutes, and it is important that Mr. Riggs have the filled-out pre-program questionnaire in his hands prior to the appointment.

SOUND SYSTEM, LIGHTING, STAGING, AND SEATING

- Please give the attached "HOTEL/VENUE CHECKLIST" to the person in charge of room set-up, along with a copy of the room diagram.
- 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. Don't hesitate to ask.
- 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 B.R. 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 huge screen), please tell B.R. well in advance so that he can bring written video cues for the camera operator(s).

LODGING

- Please make Billy Riggs a room reservation 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.

- Please ask for a room as *convenient as possible to the performance venue, or at least close to the elevator*.
- Please reserve a non-smoking room. It may be a king or two double-beds, at your discretion.
- Billy Riggs reserves the right to bill the room to his personal credit card upon check-in (to collect frequent guest points) and bill you for it later, provided such action does not increase your cost.

INTRODUCTION

- After your pre-conference phone conversation with Billy Riggs (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.
- BR will also bring a hard copy with him in case you forget to bring yours.

DAY OF PRESENTATION

- If other people will be using the stage just before B.R. 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 B.R.'s presentation, please make arrangements to have it removed immediately following the introduction. There is a 45-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 frequently unavailable to be present at such a specific time. We recommend that you ask a couple of men in the front row to do it.
- Please encourage attendees as they enter the room to sit near the front and fill in the front rows.

Please give these 2 pages to the hotel/venue representative.

HOTEL/VENUE CHECKLIST

for Billy Riggs' Silver 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 B.R. to discuss.
- Please make the stage *at least* 18 inches tall. The larger the audience, the taller the stage should be.
- Please make the stage at least 12 feet deep by 20 to 24 feet wide. If this is not possible, please contact B.R. 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 stairwells, 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.
- Please place 7 chairs on the stage. Try not to use big, bulky ones.
- Please place a skirted 6 to 8 foot table beside the stage on the floor (either side) on which to display B.R.'s tapes, books, and videos. Sometimes, it is more convenient to place this table at the back of the room or in the lobby. The client will make this decision.
- Please place a small skirted "cocktail round" or "cocktail square" table on the stage.
- Please place 6 ball point pens on the stage.
- Please place a *small* trash can on the stage.
- Provide a power strip which will bring power to downstage right (audience's near left corner of stage).
- If you are using an auditorium with a permanent stage, please see if it is possible to place stairs in the front center of the stage.
- *If there is an orchestra pit in front of the stage, please call B.R. 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 B.R. 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/Silver Presentation

- The following items will be needed:
 - 1) One wireless clip-on lapel microphone (NOT the over-the-ear kind, please!).
 - 2) Two handheld microphones (at least one of these should be wireless) on floor stands (one boom stand, one straight).
 - 3) IF (and ONLY if) you cannot provide BR with an audio connection from his laptop (very rare), a CD player must be patched into the sound system. If possible, it should be the type which displays a time code as the tracks are playing.
 - 4) A mixer board which controls all of the above.
 - 5) IF (and ONLY if) you cannot provide BR with an audio connection from his laptop (very rare), a person will be needed to run the CD player. (Please discuss with meeting planner whether this should be a professional or a volunteer provided by the group. A volunteer is sufficient for the task.)
 - 7) A sound table placed anywhere in the room IN FRONT of the stage. **DO NOT PLACE THE SOUND TABLE (mixer, cd player, and wireless receivers) ON, BESIDE, OR BEHIND THE STAGE!** It must be placed *outside* the “NO SIT AREA” on the room diagram. If this is impossible, call B.R. to discuss.
 - 8) A live power strip placed downstage right (audience's near left).
- Please make sure fresh batteries are inserted in each wireless microphone.
- Please hand the wireless lapel mic to B.R. or leave it on the stage.
- Please put the handheld microphones on floor stands and place them anywhere on the stage. It would be nice if one stand is a boom stand.
- Place two chairs at the sound table.
- Test microphones.
- Please make sure the sound system is operational well before the presentation to allow time for training the operator(s).
- Please make sure the lighting is as bright as possible on stage and in the audience. You may need to unscrew a bulb or two in front of the screen to avoid washing it out.
- 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.