Room Set-up for Billy Riggs' SILVER Program

When practical, please put the stage at the *end* of the room (on a short wall).

If practical, please leave at least a 1 foot gap between wall and stage.

|←————16 feet wide————→|

Please place these items anywhere on the stage:

1 chair,
1 skirted rolling AV cart w/ 1 pitcher of water (no ice),
and 1 pitcher of ice (no water)
1 small trash can (watertight or lined),
6 clean hand towels, washcloths, or dishrags,
1 skirted cocktail table (pictured),
1 live extension cord,
1 wireless *lapel* microphone (*NOT* over-the-ear!),
1 wireless handheld mic on a floor stand (optional)

Stage should be 8' x 16' and 12"-24" high.
NOTE: Large audiences require a higher stage!

Projection Screen

Screen/projector can go on opposite side, if desired.

NO SIT AREA

Skirted Cocktail Table

8 feet deep

Screen/projector can go on this side, if desired.

NO SIT AREA

Laptop

YOUR LCD PROJECTOR AND TABLE

Stairs in front should have no handrails, if possible.

Video (VGA or HDMI) and Audio (standard 1/8" mini-plug) out from Mr. Riggs' laptop. Live extension cord goes to here. Laptop will sit on corner of stage.

AUDIO VISUAL: If the sound table is manned, please place it anywhere *except* on or behind the stage or in the No Sit Areas. If un-manned, you may put it anywhere *except* on the stage. Though pictured stage-right, the screen/projector may be placed stage-left, or on both sides. If screen must go behind stage, please inform Mr. Riggs of this fact so he can set up his PowerPoint to be blacked-out most of the time.

SEATING AREA: Seating may be theater, classroom or banqet, but please leave at least one central aisle wide enough to allow Mr. Riggs to walk into the audience. Please don't put up more chairs than needed! Add an 8 foot table (6' is OK) in the lobby or at the back of the room for products.

QUESTIONS?
Call Billy Riggs
512-301-6905

8 foot table for Billy Riggs CDs, DVDs and Books

This diagram represents the ideal. If anything on it proves challenging, please let us know. We are very flexible and happy to adjust.