

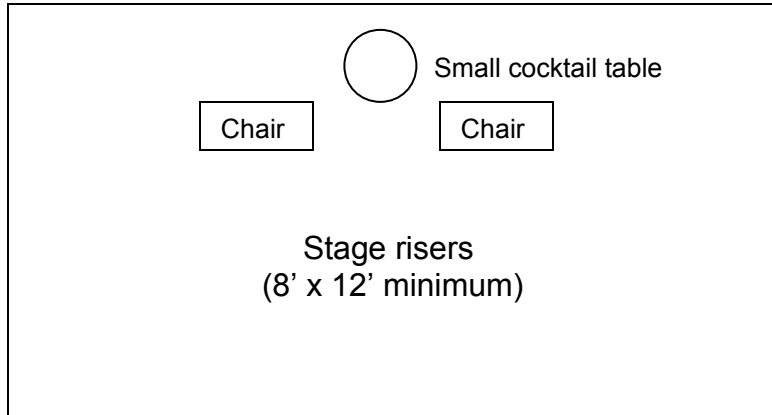
The O'Shea Report Logistics

Below is a pre-program checklist for your convenience. Please confirm each of these items prior to the program.

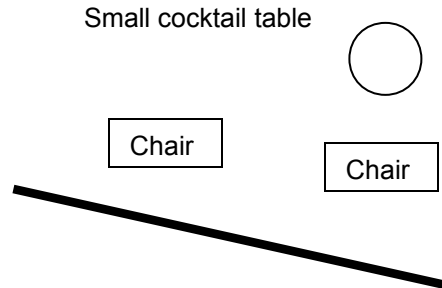
- Stage Risers:** Please provide stage risers that are 12' x 18' minimum. For optimal results, place the stage in the center of the room along the longest wall, so that every seat is a good seat.
- Room Set-up:** Since laughter is contagious, the program is most effective if the tables are close to the stage, rather than spread far apart. Also, please avoid placing a large dance floor between the stage and the audience.
- Backstage:** Please provide backstage area of pipe and drape or projection screen with draping at the bottom. See diagram on following page for more detail.
- Lighting:** Having all of the room dim with "mood lighting" will diminish the effectiveness of the program. Please make sure that the stage is well lit.
- Audio/Visual:** Please provide the following:
 - 2 wireless lavalier microphones
 - 2 handheld microphones
 - Speakers or equivalent PA system
 - Mixing board with at least 5 input channels for the above mentioned lavalier microphones and an additional input for audio from a laptop computer.
 - A projection screen and projector placed directly to side of stage. Tim and Kris will provide laptop computer.
 - The O'Sheas will need to be able to operate their PowerPoint from their laptop computer. Computer will be placed near the stage and operated with presentation remote belonging to the O'Sheas. Please have VGA cable available for plug-in at stage.
- Sound check:** The O'Sheas will need approximately one hour to set up their equipment and conduct a sound check prior to the program. The O'Sheas typically set-up during the breakout session before their general session, when the room is not in use. Please coordinate this with the hotel A/V staff.
- IMAG/Live Video Projection:** *This is only for large groups.* If your event is large enough to use IMAG/Live Video Projection (usually over 400 people), the opening news segment will be most effective if the production company uses a split screen with 2 cameras. To see an example, please have your production staff view the following: <http://www.youtube.com/watch?v=-Yk2ocZMEbY>
- Lectern/podium:** Please remove any lectern/podium from the platform before The O'Shea Report.
- For programs after a meal:** Please arrange for the waitstaff to be finished serving and clearing before the program begins. The program will lose effectiveness if waitstaff is filling beverages or clearing dishes during the program.
- Resource materials:** For book and resource material sales, please provide a table near the entrance/exit doorway of the room for Tim and Kris to place their products.
- Table:** Please provide a small cocktail table on the side of the stage for program materials.

Thank you for ensuring a successful program!!!

Sample Stage Diagram



Backstage area
directly next to stage
for quick access



Projection screen
*Can double as
backstage masking*

Audience