

# Program Logistics Set-up for RANDALL RESOURCES INT'L

To optimize the success of your event, the following items are required for each session as conducted by Jack Randall and Kathleen Randall.

- ✓ **RISER:** A small riser if the room is long and narrow, or if the audience headcount exceeds 80.
- ✓ **AUDIO:** Wireless lavalier microphone  
Audio patch from laptop to house system
- ✓ **VISUAL AIDS:** Please provide:
  - LCD projector
  - appropriate connectors and power cords
  - projector screen
  - 1 pad of adhesive flip-chart paper
  - 4 colored markers.Randall Resources Int'l will provide laptop.
- ✓ **LIGHTING:** Room as fully lit as possible, especially the stage area (with lights directly above projection screen blocked out).
- ✓ **ROOM SEATING:** Round tables with crescent seating is preferred so that all participants will be facing the stage. If seated chevron or theatre styles, try for a curved effect as this dramatically enhances the group's interaction.  
Retain center aisle for speaker access to audience.

*Windmill Leadership™  
Man in the Windmill™*

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