



### Room Preparation for Lorri Allen

Because Lorri wants this meeting to be the most successful you've ever planned, she suggests the following:

1. Microphone—Lorri prefers a **lavalier wireless** because she uses props, PowerPoint and moves around the room. For "When YOU are the News!" an extra hand-held microphone is great for the role-play segment.
2. Lorri should be as close as possible to the audience. If you do have a platform or riser, please place the first row of chairs no more than 2-3 feet from the stage. This allows for better eye contact, more audience interaction and smoother delivery.
3. Please allow as many seats in the room as there are persons in attendance. Too many chairs separate people and take away from the feeling of total community.
4. Please have someone from the hotel or meeting facility check the room temperature. A warm room will cause people to nod off. An ideal temperature for a speech is 68 degrees.
5. Please have all house lights on as high as possible, so that Lorri can observe the audience's reaction to her presentation. If people are not "getting it," – which is rare, by the way-- she will use other techniques to boost learning.
6. Please provide a small table on the platform or near the front of the room for Lorri to place props.
7. Interruptions are not always avoidable, but if possible, we ask you to check on a few things to minimize distractions. Please ask participants to turn cell phones and pagers to "vibrate" or "off." Please make sure window washers, lawn mowers, maintenance workers and other loud service providers are scheduled at a different time than Lorri's speech.
8. If possible and approved ahead of time, please provide a table and chair in the back of the room for product sales.

Thank you so much for your cooperation and attention to these factors—we've learned from experience that paying attention to these details can make a big difference in your group's learning experience!