



Gerald Leonard

Leonard Productivity Intelligence Institute LLC

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Supplies, Logistics & Room Setup Checklist *(internal document)*

SUPPLIES TO PREPARE IN ADVANCE

- PowerPoint slides
- Speaker presentation notes
- Printed copy of slides
- Laptop with LCD projector cable(s)
- Small flash drive with slide presentation
- On-stage introduction/bio to read
- Printed handout for audience
- Booksigning pens
- Desk supplies for sales table (stapler, etc.)
- Credit card billing method (such as Square)
- Banner/tabletop signs with pricing
- Printed sales sheet(s) describing products and pricing

PowerPoint application will need to have Poll Everywhere plugin

ROOM SETUP SUGGESTIONS *(for small events)*

- Podium for laptop (if needed)
- Wireless lavalier microphone
- House audio system/amplifier
- Cooler room temperature (if possible)
- Person to introduce Gerald Leonard
- Draped sales table at back-of-room
- Speaker banner or poster at entrance
- Handout/sales sheets on chairs (pre-start)
- Volunteers at sales table during speech
- Volunteer training for sales prior to speech

Cable from house audio system to stage to plug into a Ultra-DI DI400P direct box to amplify bass equipment. See Attached photo.

Gerald will need 30 minutes to setup music equipment and conduct sound check.