



CJ COOLIDGE

Pre-Program Logistics

Nothing is more important to CJ than assisting you in making your event a resounding success. To help you make sure we don't miss anything, we've put together a checklist that will assist us in presenting the best program possible.

Before your event, please send us copies of any industry magazines, company history, recent newsletters or brochures that will help CJ understand your organization, its people and its problems. Please also send a copy of the program that will be used for the event.

Introduction

Please use the introduction located on the website to introduce CJ on stage. If you have some personal comments you would like to add if you have heard CJ before, just let us know.

Platform

CJ will often move into the audience to interact. The more intimate the setting, the better. For large audiences of 200 or more, you may want to use an elevated platform for CJ to stand on, making it much easier for everyone to see and enjoy the presentation. Please make sure that any platform is as close to the audience as is reasonable for the venue.

Microphone

CJ uses a wireless lavalier, or a head-worn microphone. You don't want him stuck behind the lectern, or tripping over his own wires! If your situation merits it, a wireless handheld microphone may also be necessary for audience interaction.

Lectern

CJ does not require a lectern – therefore a clear stage is best. CJ is very energetic and he uses the entire stage to connect with ALL of your audience. If it is necessary for a lectern to be on the stage for other parts of the program, please have it set to the side of the stage during his presentation. It is fine to have a 42" table off on the side of the platform for bottled water.

Audience Setup

Wherever possible, CJ prefers that rooms be set up to foster community. One of the best ways to accomplish this is to use a chevron formation for chairs, or for classroom setups.



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Other Audio/Visual Aids

CJ likes to use sound and visuals to illustrate some of his ideas. Please provide venue suitable screens and projectors with cabling for VGA connections to his computer. CJ will supply his Mac and slide advancers. He is also versatile enough to provide his program on a jump drive for more sophisticated stage setups

For larger venues, CJ requires front of stage monitors so that all his attention will be towards your audience.

For extended sound or videos, CJ requires a mini-jack that plugs into the sound system for the room. Again, where more sophisticated production is possible, all audio and videos will be provided in advance and be handled by the A/V company on site. This is only necessary for specialized presentations.

Continuing Education and Autograph Station

Audience members love to interact after CJ's presentations, and will be looking for Continuing Education materials. Where appropriate, please place one table in the back of the room, next to the doors by which the audience members will be exiting, as he will be personally autographing books and continuing education materials available to the attendees. A volunteer is requested to act as a cashier to enable CJ to focus on signing books for attendees (unless your group has already purchased books for its members and no cash tendering is required). CJ's team will provide any monies needed for cashiering.

Hotel and Travel Arrangements

We will make all travel arrangements, including ground transportation, airfare, and hotel unless other arrangements are made in advance. Hotel room reservations (non-smoking), preferably at the same hotel where the meeting is to be held, may be secured by you, guaranteed for late arrival, and be billed directly to your organization, should you chose.

Audio Video Recording

Audio or video recording of the presentation, in part or whole, by the client for private or other distribution is prohibited and is NOT a part of OUR AGREEMENT.

Payment of Fee

Per the agreement, please remember that any balance of the speaking fee is due on site, before CJ's presentation. An invoice (with the exception of jobs through a speakers' bureau), including prepaid travel expenses, like airfare and per diem, will be mailed prior to the engagement. Any additional expenses, like ground transportation, will be billed within a week of the event and paid upon receipt.