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Suggestions for a successful event

- ◆ Chris provides a written introduction prior to the event. Please let Chris know if any changes are going to be made.
- ◆ If the audience has been seated for 30 minutes or longer prior to Chris' program, consider providing them with a stretch break.
- ◆ A raised platform provides audience members with a clear, unobstructed view of Chris during his program.
- ◆ Set the stage area in the middle of the long wall—not on the short end. It is better to have an audience wide than deep.
- ◆ The center section provides prime viewing area for the audience. Therefore, do not use a center aisle, instead use two smaller aisles on either side of the center. Consider angling the side sections toward the center of the stage.
- ◆ Seat the audience as close to each other and close to Chris (six feet if possible) with each chair facing center stage. Reduce the number of empty seats by setting the number to accommodate the expected audience attendance. Extra chairs can be stacked up at the back of the room.
- ◆ Do not place chairs directly behind each other. If the chairs are staggered, audience members will have a better view.
- ◆ Chris moves around during the program. If there is a lectern on the stage, please make sure it is off to the side or that he can walk in front of it.
- ◆ Use additional light sources for presenter. Studies suggest audience members hear better and are less distracted when the presenter is illuminated more than the audience.
- ◆ If the door at the back of the room closes loudly, please have a door stop or cover the latch with tape so that the door will not be a distraction.
- ◆ At banquets, ask the wait staff to stop clearing tables when the program begins and resume after Chris' presentation.

These are not requirements, only ideas that have added quality to past meetings when applied. Please call Chris if you have any questions.