

### ***On-Site Planning Overview***

John makes it high priority to be sure all the details are carefully planned and will coordinate with the meeting planning professionals a rehearsal time to test equipment and staging. John is very flexible in setting up a rehearsal time that works well within the agenda of your meeting.

John has specific preferences on audio visual equipment but is very flexible in using what is cost reasonable. Generally , John needs a computer projection unit (LCD projector), a screen and a wireless clip-on microphone (depending on size of venue). John provides his own laptop for PowerPoint, handouts and other materials needed for his presentation. Any additional equipment needed will be discussed in a pre-planning call.

John will request an estimated headcount of participants about one-week before the event to estimate the number of handouts to provide.

Upon request, we will be glad to make available copies of John's books, *Silent Alarm* and *Good to the Core* for sale in the back of the room at your event. John never refers to products being available as a part of his presentation. Notification of availability must be made by the emcee or meeting planner. Volume discounts are available, based on quantity, if a meeting planning professional decides to pre-purchase a book for each participant.