

LON JORDAN

A/V Speaker Agreement

Thank you for scheduling Lon Jordan to your organization. Since **presentation** and **quality sound** are the most vital tools for executing a well-rounded message, I have written down various things that will help your audience to receive the greatest presentation possible.

- 1) Please give the MC Introduction sheet to the person introducing Lon to the audience and make sure the MC is enthusiastic.
- 2) Please have bottled water available for Lon before presentation.
- 3) Lon would prefer a Lapel (clip on) microphone, but a cordless with a stand or a corded microphone with a fifty-foot cord and a stand will work if necessary.
- 4) **Quality sound** is essential to any successful event, and Lon wants to make sure that you get the best presentation possible.
- 5) If Lon is teaching a workshop, make sure there is a **quality sound system**, microphone, a white board with two dry black markers, and a large enough room for group activities.
- 6) If Lon is going to speak in a gym or a meeting room without a stage, please provide a riser or a stage in front of the audience so that Lon can maximize eye contact. In an auditorium, Lon prefers a very well lit, open and empty stage; it allows room to pace.
- 7) If using a gymnasium, please place audience directly in front of Lon. A split audience with groups facing each other or behind Lon is distracting for them and for Lon.
- 8) Lon will arrive at your event at least a half an hour early for sound and lighting checks unless needed earlier.