

01 — AUDIO-VISUAL CORE

- **Microphone:** One (1) wireless lavalier microphone preferred (or wireless handheld) to allow free movement during interactive segments.
- **Q&A Mic:** One (1) additional wireless handheld microphone for audience questions.
- **Sound:** House sound system with audio output (aux/Bluetooth/3.5mm) for a short media clip, plus an on-site sound tech for level checks.
- **Display:** Projector or large-screen display visible from all seats with an HDMI or USB-C connection compatible with a MacBook.
- **Confidence Monitor:** Laptop stand or confidence monitor facing the speaker (especially if the main screen sits behind the speaker area).

02 — STAGE & ROOM SETUP

- **Open Floor:** An open floor space near the front of the room—Brian prefers not to be bound to a fixed lectern/podium during interactive sessions.
- **Seating:** Theater, semi-circle, or classroom style (semi-circle/classroom strongly preferred for groups under 75 to facilitate interactive exercises).
- **Materials:** Tables or lap surfaces, plus pens/pencils and printed copies of the “My Dream / My Next Step / My Why / My Commitment” worksheet for each attendee (PDF provided 5 days prior).
- **Book Table:** One 6-foot table near the entrance or back of the room for optional book display and signing.

03 — LOGISTICS & HOSPITALITY

- **Arrival:** On-site arrival at least 30–45 minutes prior to start time for a sound check and walkthrough.
- **Green Room:** A quiet, private space available immediately before and after the program.
- **Refreshments:** Bottled water available on stage or near the speaking area.
- **Point of Contact:** One designated day-of coordinator on-site to manage AV, setup, and schedule adherence.