

Taking Care of the Basics for Each Presentation to Make it a Stunning Success

I want to make sure that your attendees enjoy the full experience and that our production is seamless for the best presentation possible. We have created the following checklist that will allow our teams to work together to ensure the presentation is spectacular.

Please send us any pertinent industry talking points, magazines, e-newsletters, organization logos or product brochures which will assist Dave in understanding your organization and the challenges and opportunities that your attendees face. Also, include any specific issues that you would like Dave to touch upon.

We appreciate your help. Please [contact us](#) if you have any questions.

Platform

With groups of 200 or more, Dave Wenhold is more visible on a raised platform (12 to 18 inches is fine). By his being elevated, makes it much easier for everyone to see and enjoy his presentation.

Microphone

Dave Wenhold prefers to use a wireless lavalier microphone. Dave likes to interact with his audiences and enjoys the freedom of being “wireless.” His second choice would be a wired lavalier microphone with a long cord. He prefers not to speak from a lectern. 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 Dave Wenhold’s presentation.

Audio/Visual Aids

Dave Wenhold uses a combination of PowerPoint, videos and other electronic media to share information. Please ensure that an LCD screen appropriate for the audience size and power is available. Dave will bring his own laptop which can plug into the hotel sound system if necessary.

Handouts

When handouts are appropriate, we will provide you with a master copy of Dave Wenhold’s handout. Please have a copy available for each audience member as they enter. They will also be available via email if the attendees would like a copy after the presentation.

Introduction

Dave's bio and shortened introduction can be found under this tab of the website. Please use this to introduce Dave Wenhold to your group.

Hotel and Travel Arrangements

Hotel room reservations (non-smoking), preferably at the same hotel where the meeting is to be held, are to be secured by you, the client, guaranteed for late arrival, and should be billed directly to your organization. Dave Wenhold will be responsible for making his own travel arrangements, non-refundable, (non-stop, when possible) coach fare, round-trip from Washington, D.C.

Ground Transportation

Please arrange ground transportation (to and from the airport) and let our office know who will be meeting Dave Wenhold or if you need him to take a cab, shuttle or rental.

Payment of Fee

Per the agreement, please remember that half of the speaking fee is paid at the time you sign the contract and the remainder is due on site, immediately following Dave's presentation. An invoice (with the exception of jobs through a speakers bureau) for ancillary applicable travel expenses will be mailed immediately after the engagement for immediate processing. Any invoice outstanding 30 days post engagement will incur a 10% penalty.

Recordings of Presentation

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 unless agreed upon in the initial contract.

Now that the details are out of the way, YOU can relax and enjoy the show!