

Let's make your event the VERY BEST!

Maybe you're a seasoned pro with a long list of events under your belt or maybe you're tackling your first one and are feeling a bit of angst. Not to worry, here are a few tips and ideas so we can make your event unforgettable!

- If the item on the agenda just before I speak is more than 30 minutes, you might want to consider giving the audience a quick break.
- A written introduction will be sent prior to the engagement, please let me know if any modifications are going to be made.
- If you have the option, a raised platform is most always best. If you are seated then you can have a clear unobstructed view and from the stage, I LOVE to see the faces of the audience!
- If you have seen me speak then you know that I am a mover and a shaker! I love to move around on the stage so if there is a podium on the stage, please make sure it is off to the side.
- If you have the luxury to use additional light sources for the stage it can make a world of difference. Studies have proven that when the presenter is illuminated more than the audience, listeners can hear better and are less distracted.
- If the room is rectangular, 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. Stagger the chairs. Don't put one chair directly behind the other. If you stagger each row, audience members won't have someone's head right in front of them to block the view.
- 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 or luncheons, ask the wait staff to stop clearing tables when the program begins and resume after the presentation.

- I have a Countryman E7 wireless headset microphone that can plug into most microphone packs. But we all know 'stuff happens' so it's a good idea to have a back up wireless / lapel mic or a wireless microphone.
- Bulk book sales are a great way for audience members to continue learning and reinforcing the information from the event. I offer special pricing for bulk sales of my book and other products. For more information call the office at 888-784-7489 or email kelly@kimhodous.com .
- Pre-event promotion can get people signed up and excited about coming to your event. I am happy to participate in any radio, TV, print interviews or social media campaigns to help promote your event. I also offer customized pre-event videos that you can send out to your mailing list via email. If you would like more information, please contact the office at 888-784-7489 or email kelly@kimhodous.com .

These are not requirements, only ideas that have added quality to past meetings when applied. Please call my office if you have other questions or need further information. I'm truly happy to help in any way I can to make your event the VERY BEST!

