

# ROOM AND STAGE SETUP

## Keynote Presentation

- Cocktail round set stage right with two bottles of water
- Barstool with backrest upstage center
- If hypnosis is part of keynote, 12-15 chairs as below
- High quality lav or Countryman microphone (and handheld of hypnosis)
- If slides are to be used, screens stage right and/or left (not centered)
- Video monitor downstage or offstage
- Good quality remote with 60' minimum reach
- Theater or classroom chevron setup with center aisle preferred
- See AV Requirements

## Hypnosis Show

- Raised stage or performing area of 12ft deep by 30ft wide, minimum
- 15-20 chairs. Banquet chairs preferred. Folding chairs acceptable. they Set side by side, touching. Must be checked for stability and wobble.
- Cocktail round stage right or left. 1/8" connection for sound equipment.
- Speakers set upstage right and left, or if they must be downstage, monitors are required. Speakers two feet off the ground minimum.
- All wires taped down if they cross the stage for safety of the participants.
- If this is a raised stage, it must back up to a wall, and if it's 18" or higher, steps should be set on extreme stage right and stage left.
- Theater or classroom chevron setup preferred with center aisle
- Six foot minimum distance from first row to stage
- Stage set on long wall preferred for maximum viewing
- See AV requirements for more details on setup
- Two bottles of water set on cocktail round