

# EVENT LOGISTICS

For Geoff Weinstein's speaking and training events

## Room Setup

- Projection table near the front
- For large venues: Theatre style or round tables
- For small venues: Square tables of four
- Catering if you wish

## Equipment Required

- Screen
- LCD Projector
- Extension cord
- Flipchart or whiteboard
- Lapel mic and sound for large venues

## Not Required

- Laptop, connectors, remote (Geoff will bring his own)
- Podium
- Internet access



geoffweinstein