

# Half-Day and Full-day WINNING Event Planning

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- ✓ Remove the podium or lectern. Coach Winn is animated.
- ✓ Multiple screens so the audience can see. If there is a screen behind the stage, make it off center, so Coach Winn is not in the center of the screen. Having the screen above her or by the side of her is preferred.
- ✓ Tables are preferred so your audience will be comfortable, but if you have too large of an audience, theatre style will work.
- ✓ Your audience members will be moving so they additional space to move on the sides and back of the room.
- ✓ A six-foot table placed at the rear of the stage for Coach Winn's seminar giveaways.
- ✓ Two (2) eight-foot tables at the back of the room next to the entrance/exit where Coach Winn will set up books for purchase.
- ✓ Keep all lights shining bright in the room.
- ✓ Three bottles of water on the stage table to keep Coach Winn hydrated and rocking!

\*\*\*\*NOTE: This will be a dynamic event, so we will make noise. You might inform the event center of our exuberance if other events are booked at the same time.

## Audio-Video

- ✓ A cordless lavalier microphone with fresh batteries.
- ✓ A cordless hand-held microphone for the person who introduces Coach Winn.
- ✓ Computer with stereo sound.
- ✓ A projector.
- ✓ Multiple screens for audience to see.
- ✓ A clicker for power point.

## Participant Materials

Each participant needs:

- ✓ Nametag.
- ✓ Pen.
- ✓ A copy of the Winning Playbook emailed to you.