



Congratulations! Your event is guaranteed to be more memorable, more valuable and more powerful with the addition of Rhett Laubach. The following items require your attention before the event. Please let us know if any of these requests will not happen. You can email your questions/comments to info@yournextspeaker.com or call Rhett at 405.517.7385. We look forward to helping you make your event a great experience for everyone.

1. No gaps should exist between your attendees and no gaps between the attendees and where Rhett will be speaking. Please do your best to get everyone seated close together and close to the stage.
2. Upbeat music should be playing before Rhett's session.
3. During his keynote, Rhett needs to either control music from his iPod on stage (via a microphone cord patched into the house sound) or a technician at the sound booth can control it for him via verbal instructions from the stage.
4. Rhett will show a 5-minute self-running slide show at the end of his keynote. This will require a computer (Rhett will bring the show on a thumbdrive), a projector, a screen, the computer patched into the house sound (the show has music with it), the ability to take the room to as dark as possible at the start of the slide show and someone to start the slide show via verbal instructions from the stage.
5. Rhett prefers a handheld cordless microphone.
6. If it's possible, Rhett would like to have his keynote video recorded and/or audio recorded.
7. Rhett would like to meet with the A/V staff before his session to test the slide show, lights, slide show sound, cordless microphone, and iPod sound. **Please communicate to Rhett** what time this can happen and the contact info of the staff in charge (name & cell phone number.)
8. If Rhett is doing a breakout session, he would like to patch his iPod into the house sound via a microphone cord, he prefers a cordless microphone, one 8-foot table at the front of the room, an easel/easel pad/markers/painters tape, chairs set-up in standard rows with aisle down the middle, and no tables for attendees. The attendees will need one writing utensil and one blank sheet of paper per person.
9. **Please let Rhett know** if you do not have his keynote and/or breakout title and descriptions yet.
10. Rhett's introductions are at www.yournextspeaker.com/speakerskit.asp. You can use the long intro, the short intro, or write your own using these as a guide.
11. Rhett's high-resolution color and B&W photos are at www.yournextspeaker.com/speakerskit.asp.
12. **Rhett requests to have** his promotional bio (found at www.yournextspeaker.com/speakerskit.asp), his web site URL (www>YourNextSpeaker.com), his leadership blog URL (<http://www.PersonalLeadershipInsight.com>), and his speaking skills blog URL (www.AuthenticityRules.com) listed in the printed program.
13. Rhett requests to have one 8-foot table available near an electrical outlet and placed near the flow of traffic in and out of the session room. Rhett will be available there after the session to meet and greet and he will have a few leadership resources for the attendees to purchase. Please announce this from the stage after Rhett finishes. There will be valuables left at the table, therefore two people should be assigned as "security" for the table before and during Rhett's session.