



**McClarie Group**  
turning potential into power™

# Logistics Kit

room set-up specifications

1930 N. Main St.  
Los Angeles, CA 90031  
Tel. (323) 224-6820 - Fax (323) 224-6758

[www.mcclarielgroup.com](http://www.mcclarielgroup.com)



## Introduction

At McClarie Group, we are committed to delivering programs of the highest quality. We know that high-impact, successful programs begin with clear delivery and a conducive learning environment.

We have designed this logistics kit to help meeting coordinators plan and set-up for McClarie Group's upcoming program. The specifications outlined in this packet help ensure that our programs are free from technical or logistical complications and that participants can maximize their learning from the content of our programs.

It is important that these guidelines are followed closely. In the event that any of the items on the checklist will not be used on the day of the program, please notify McClarie Group as soon as possible. We can be reached during normal business hours at (323) 224-6820.

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## Checklist for meeting coordinator:

### 1) Tables

- A small skirted table should be placed at the front of the room for handouts and supplies
- A large skirted table should be placed at the back of the room for sales items and related materials

### 2) Microphones

- Clip-on Wireless Lavalier. Cordless Control Box **MUST** also have clip
- Extra battery for microphone pack
- 2 hand-held mics for 100+ people for Q&A sessions
- **BEFORE THE MEETING STARTS, IT IS NECESSARY TO CHECK THE MIC FOR FREQUENCY INTERFERENCE**

*NOTE: This type of microphone is necessary due to the format of the session that will be conducted.*

- Free-standing speakers should be placed in the back of the room only if central PA system is unavailable. (See DIAGRAMS A - D)

### 3) Lighting

- Spot-light should be on the speaker

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- A wash of light should be on the head table

#### 4) Name Tags

- All attendees should be provided with a name tag where the FIRST NAME is clearly legible from a distance (as shown in the attached DIAGRAM E)
- DO NOT place name tags at place settings. Set up a table at the rear of the room where participants can pick them up as they enter

*PLEASE NOTE: Names must be in bold—either in large type or written in thick marker not pen*

#### 5) Place cards

- Place cards should be placed at each seat when using tables
- DIAGRAM F shows an example of these place cards

*PLEASE NOTE: The place card file is available as a Word document for your convenience. Instructions for printing and duplicating this file are found in DIAGRAM F.*

#### 6) Podium

- Podium for speaker's notes as shown in DIAGRAMS A-D

*PLEASE NOTE: If a stage or platform is going to be used, a set of stairs should be placed in the front center of the stage for the speaker to use to step down into the audience.*

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- Please allow six (6) feet between the stairs and the tables in the first row

## 7) PowerPoint Slides

- Rear projection slide for speaker's slides
- If rear projection screen is unavailable, please let McClarie Group know immediately
- A REMOTE CONTROL for the slides is to be made available at the speaker's podium for the rear projection screen

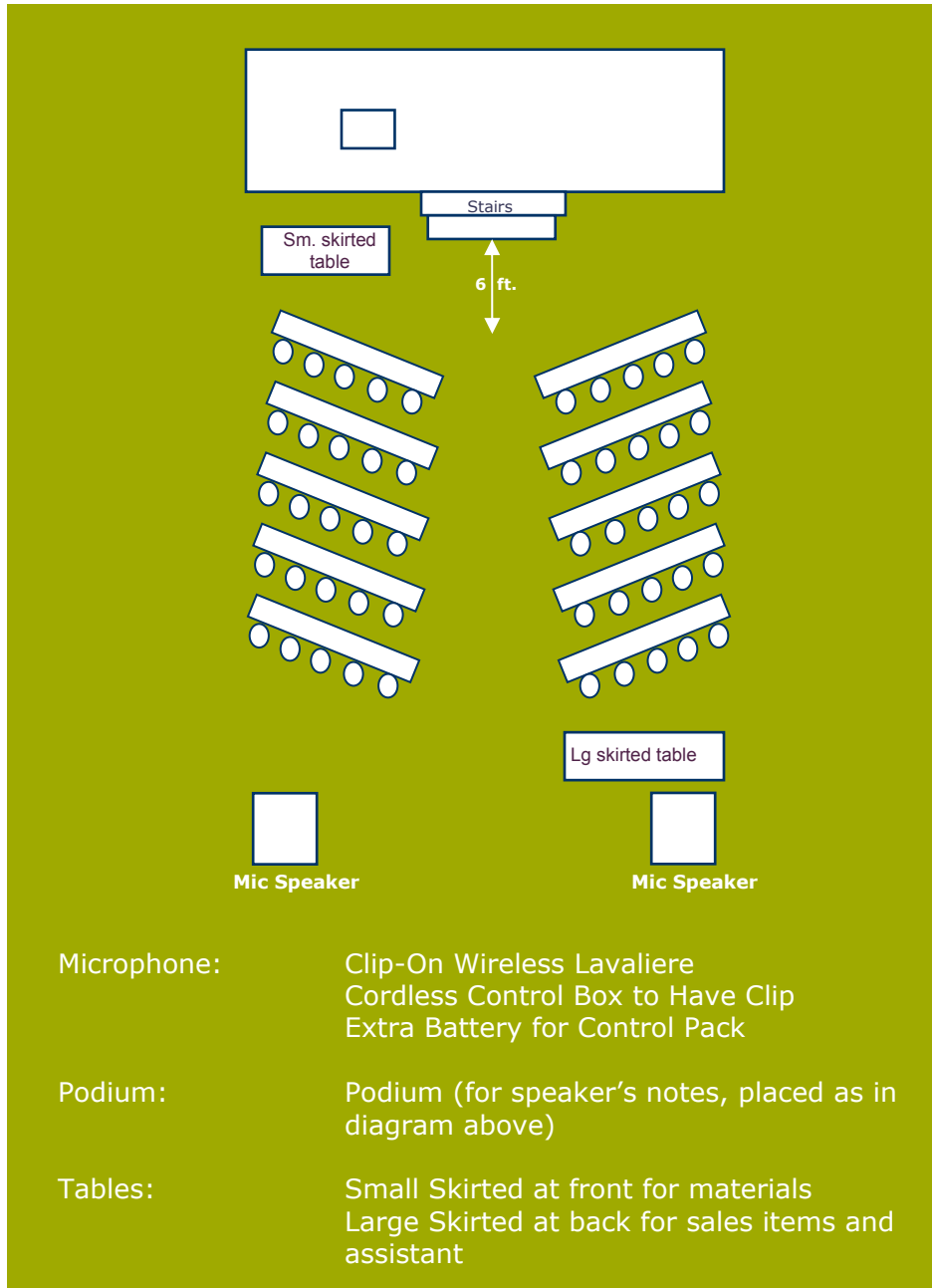
*PLEASE NOTE: If a remote control unit is not available for rear projection screen, a button prompt will need to be set up on the podium that the speaker can use to signal the back room to move the slides forward.*

- Slide images should FILL THE ENTIRE SCREEN and be easy-to-read from a distance

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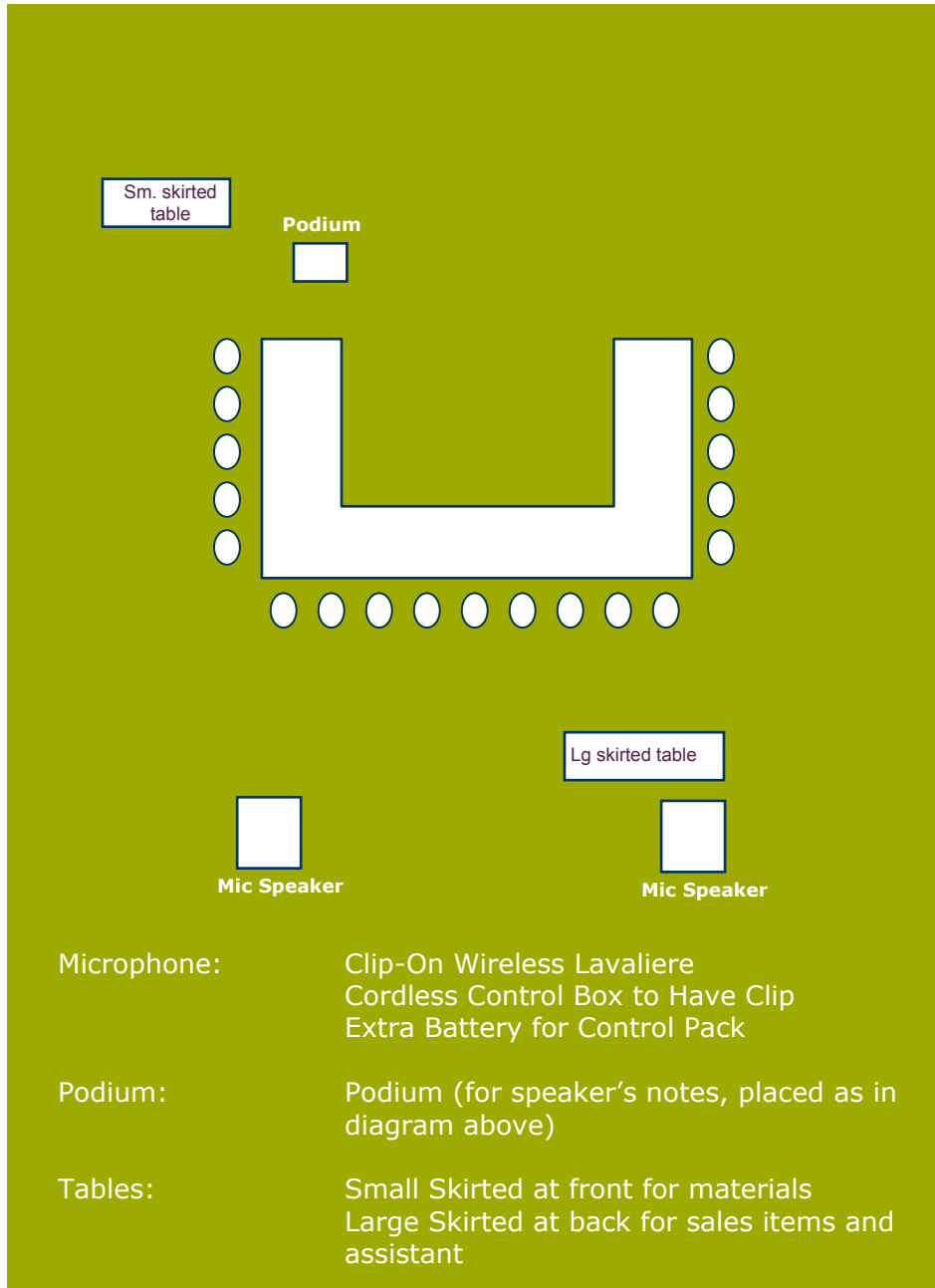
## DIAGRAM A: Room Set-up; Stage, Tables



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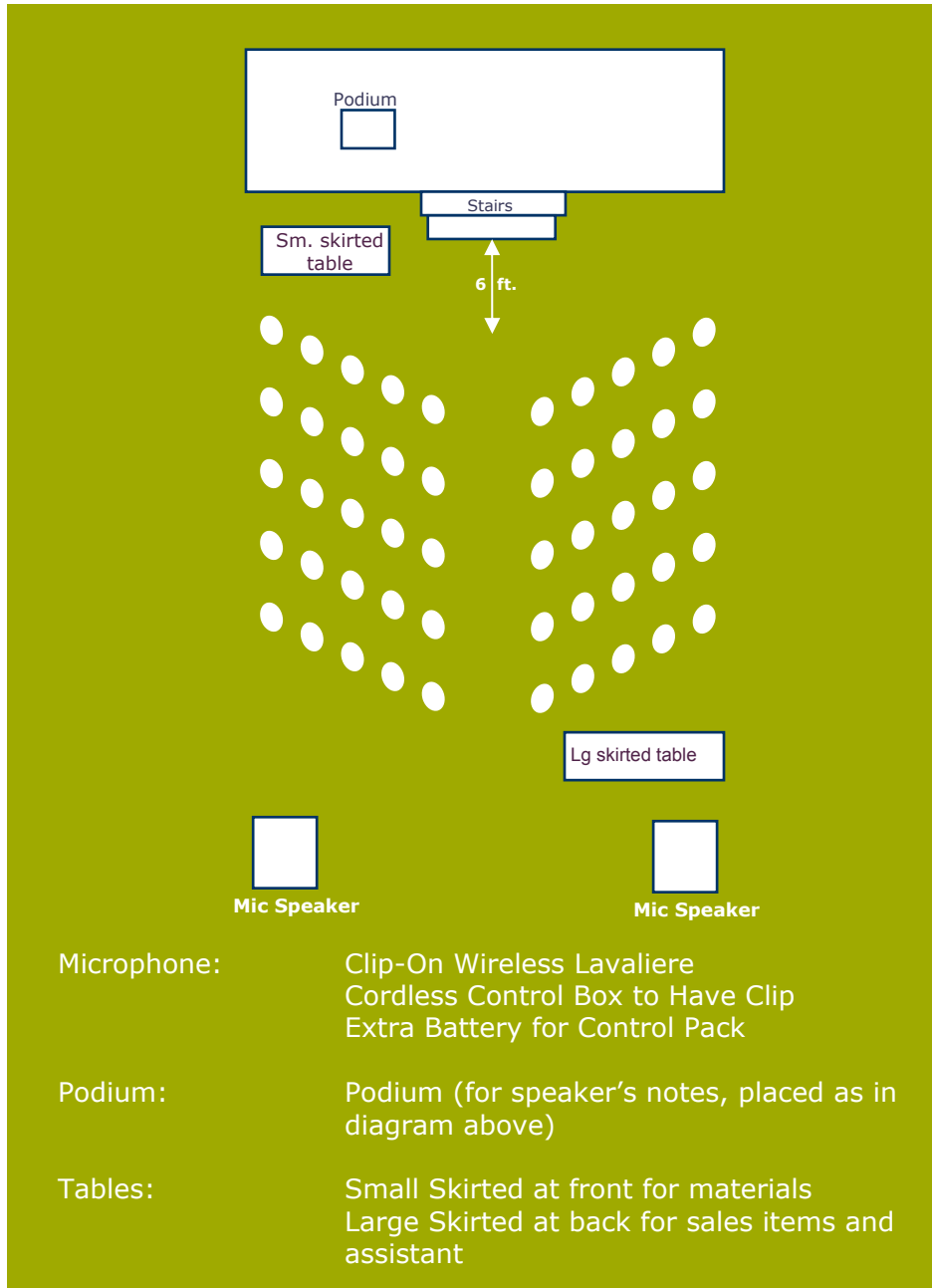
## DIAGRAM B: Room Set-up; No Stage; Tables



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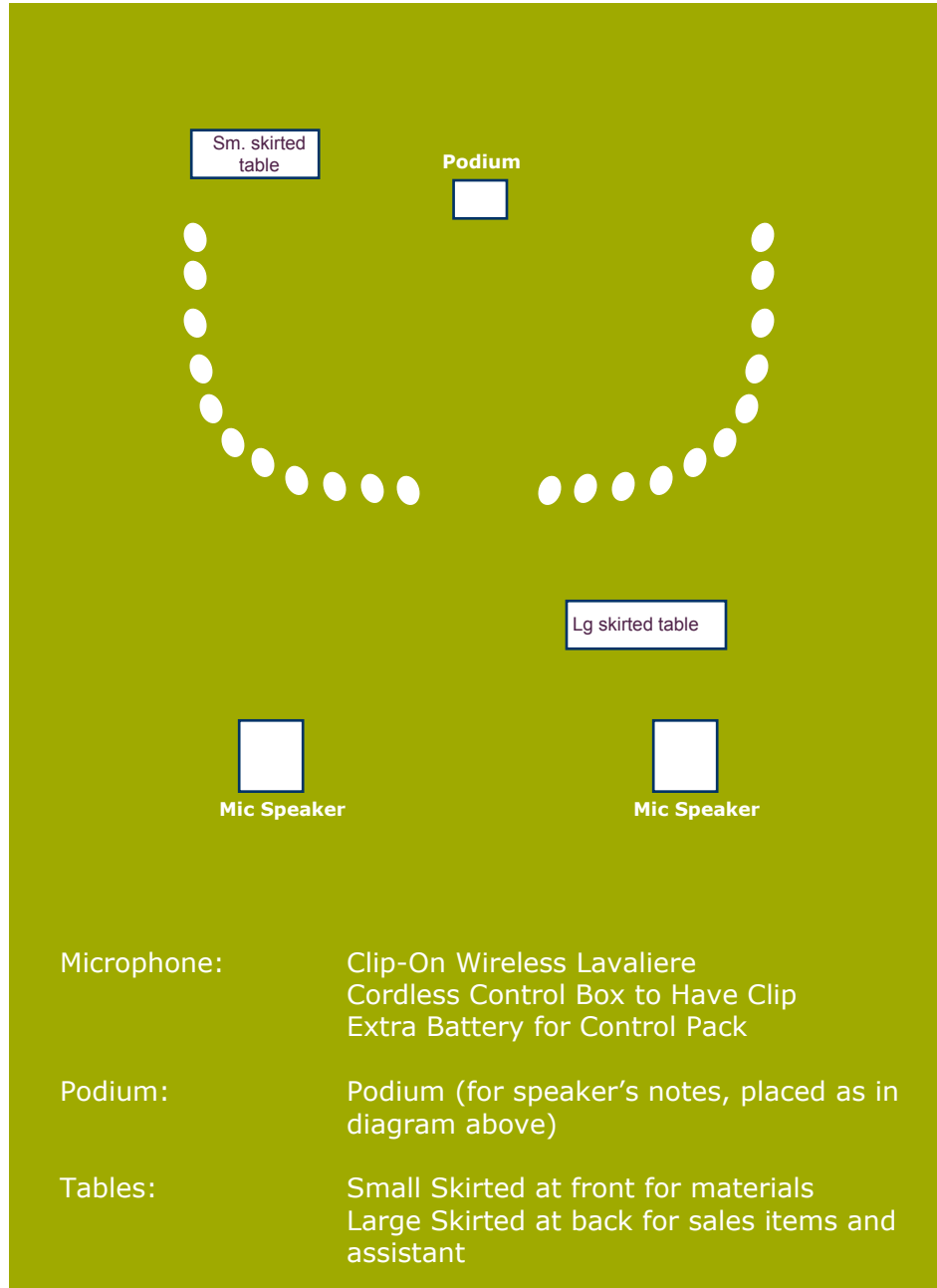
## DIAGRAM C: Room Set-up; Stage, Chairs



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## DIAGRAM D: Room Set-up; No Stage, Chairs



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DIAGRAM E: Sample Nametag

**Jane**  
Doherty

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## DIAGRAM F: Sample Place Card

<b>Print your organization below</b>	
<b>Print your name below</b>	
<i>Fold Here</i>	<i>Fold Here</i>
<b>Fold Here</b>	<b>Fold Here</b>
<b>Don't Forget To:</b> <ul style="list-style-type: none"><li>▪ Print your name and organization on this card</li><li>▪ Enter into the discussion enthusiastically</li><li>▪ Give freely of your experience</li><li>▪ Keep confidences—assume that others will too</li><li>▪ Confine your discussions and comments to the topic</li><li>▪ Listen alertly</li></ul>	<b>Please:</b> <ul style="list-style-type: none"><li>▪ Take useful notes</li><li>▪ Provide constructive feedback—receive it appropriately</li><li>▪ Appreciate the other person's point of view</li><li>▪ Be prompt in attendance</li><li>▪ Remember that you will receive in benefits only what you put into the discussion</li></ul>
<b>This session belongs to you—Its success rests largely with you!</b>	
<b>McClarie Group</b>	
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***PLACE CARD INSTRUCTIONS: Open the Word document, "Place Card Template" from the Client Resource Center at [www.mcclariegroup.com](http://www.mcclariegroup.com) and print the slide onto sheets of 8.5 x 11 inch cardstock. Fold the place cards as shown above.***

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