

## Stage Set Up for Bob Garner

Please forward this document to the person in charge of the set-up for Bob's program.  
Questions on stage setup: Please contact Bob Garner at 805-534-1576

### Stage Set-UP

- 1) On Stage:** Bob needs a small covered/draped table (card table size, small round cocktail table), and one bottle of water. If possible, please provide risers or staging of no less than approximately 10 feet width by 10 feet deep.
- 2) Placement of Audience:** Audience should be as close as possible to the stage, riser, or area in which Bob will be speaking. No audience to the immediate left or right of the stage. **Please do not place a dance floor or slide projector/computer in front of the stage. The audience needs to be as close as possible to Bob.**
- 3) Placement of Stairs:** If the stage requires stairs, please set them to the **FRONT** of the stage, as Bob goes into the audience many times during his show. If there are two sets of stairs, please set one to the side and the other in front.
- 4) Placement of Podium, etc:** We understand that if you have other speakers or an awards ceremony, that there may be a podium. However, if at all possible, **please remove podium to the far side and BACK of the stage or, if possible, off the stage completely. Bob does not use a podium in his presentation.**
- 5) Overheads/Screens/Backdrops:** If there is an overhead screen behind Bob on stage and it cannot be removed, please place BOB GARNER on the screen. Please turn off any overhead projectors or video on screen if there is one behind Bob before his presentation.

**Please make sure that there are no mirrors behind Bob on a wall, etc.**

### LIGHTING:

**Proper lighting is essential.** We need the lights to be as bright as possible. Bob must be able to read and write from the stage and the audience must be able to do the same from their seats.

**Outdoor Event: A general stage wash is required and ample lighting for audience – as above they need to be able to read and write from their seats.**

### SOUND:

**Proper sound is critical.** Please provide a **wireless, lavalier microphone** and, if possible, a wireless hand held microphone. **However, the wireless, lavalier microphone is the most crucial since Bob needs both hands to be free for his presentation.** (If possible, should you have a large audience, a second hand held microphone should be available if you also have a person who will go to audience members when they speak with Bob, so that all may hear.) If you have an audio crew on site, walk-on and walk-off music is always appreciated – Bob has his own and can provide it. Bob will do a “light and microphone” check prior to his presentation. Once the audio levels are set, please have the audio crew refrain from “tweaking” the sound during Bob’s presentation.

### Audio or videotaping:

Archival photos are allowed. As per the contract, no other videotaping or audio taping is allowed, unless you supply Bob with a copy of his presentation on DVD.