

# Alan Parisse.

Named “One of the Top 21 Speakers for the 21st Century”  
by Successful Meetings Magazine



Keynote Speaker \* Speaker Training & Development Programs

# Pre-Program Checklist.

Thanks for bringing Alan to your next event. We are committed to doing our utmost to make your meeting a success. This checklist can help.

Please review the list. If any of the items requested present a problem, let us know. Alan is flexible and will adapt his needs to accommodate those of your other presenters.

## ■ **Microphone**

Wireless lapel microphone.

## ■ **Visual Aids**

Alan usually uses PowerPoint and brings it on a flash drive to be put on the "show" computer.

Normally, his PowerPoint will not have sound or video.

Please let us know if you will want PowerPoint formatted in 4:3 or widescreen 16:9.

## ■ **Stage Setup**

Riser - A riser is needed for all but very small audiences.

Cocktail Table - Small, draped cocktail table placed slightly off center stage to the audience's left.

Lectern - Placed slightly off center stage to the audience's right.

Water - Bottled water placed on a shelf in the lectern.

Glass Rack - Hidden under cocktail table. See "Glass Rack" below for details.

## ■ **Glass Rack**

Alan's talks almost always begin with a sight gag. He walks behind the lectern and all but disappears. He then ask the introducer "where's that thing?" The introducer retrieves a glass rack – a rack used to wash tall glasses in a commercial dishwasher – from under the cocktail table and hands it to him. Alan puts it down behind the lectern, stands on it and rises up. Please ask the hotel for a rack that will give him about 10" in additional height.

