

*Stuart A. Sands*  
*Motivational Speaker*

**Technical Requirement**

The day of your event Stuart will arrive at least a half an hour early to do a sound/lighting check.

**Microphone**

Quality sound is Stuart's first tool. Clear sound is extremely important to the success of your event.

**Microphone in order of preference:**

- a. handheld wireless mike with a stand.
- b. A lavalier(lapel clip-on) mike
- c. A microphone with at least 50 feet of cord and a microphone and stand

**Introduction**

Please provide Stuart's introduction to the appropriate person who will be introducing him and encourage this person to speak with enthusiasm.

**School Assemblies**

**Scheduling**

Morning assemblies generate more excitement than those in the late afternoon. Assemblies scheduled too close to the lunch hour can often lead to restlessness.

**Timing**

Stuart will speak between 45 minutes to a full hour.

Always provide additional time for the seating process, any announcements, and the introduction and conclusion. Silence the bells during the program.

**Venue**

A theater, auditorium, or cafetorium is the best place to hold an assembly and are the best for acoustical benefits, but **gymnasium have a larger seating capacity.**

A gymnasium will work if the technical aspects are appropriate, and only if the audience is seated on one side facing Stuart! If there are more students than will fit on one side of the gym bleachers, seat the remaining students on the floor in chairs.

**Sound**

**If Stuart cannot be heard clearly by everyone in the assembly, the program is doomed before it starts.**

If your school does not have a quality sound system, rent or borrow... just make sure Stuart has this vital tool. The quickest way to sabotage an assembly is by overlooking the need for superb sound.

**Seating**

To every great assembly, there is a sense of order.

Instead of open seating, teachers should arrive with their class and sit with them. This way, each teacher takes responsibility for the appropriate behavior of their students.

**Atmosphere**

Ambience sets the mood and tone for the assembly.

Attention spans can easily evaporate in a hot stuffy gym or auditorium. Therefore, every effort should be made to keep the room at a comfortable temperature adjusted to the size of the crowd. A positive climate is further insured when music is played as the students enter the venue.

**Lights**

Students get antsy if they cannot see what is happening.

Make certain that **Stuart** is fully lit so the audience can **see facial expressions and gestures**.

**Introduction**

The introduction is a critical part of the performance.

It builds credibility for **Stuart** and piques the interest of the audience. The introduction should begin only after the audience is seated and the room is quiet.

**Conclusion**

**Stuart** should not have to dismiss the students.

This task, and any other beyond the program itself, should be handled by a teacher or an administrator.

**Resource Table (when applicable)**

Please have a table (including a table cloth) and chairs ready near the main entrance/exit, and provide one person to assist Stuart. Stuart will be available and loves to greet the audience. Products will also be available.

**Pre-Engagement Questionnaire**

Stuart A. Sands

Motivational Speaker

This information is needed for Stuart to prepare his keynote presentation, to meet the specific needs of your organization. Please return this questionnaire along with preliminary program outline and any pertinent marketing or event details.

The Conference

Name of Organization \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**What is your conference theme?** \_\_\_\_\_

What is the specific purpose of this meeting (annual meeting, awards banquet, etc..?)

\_\_\_\_\_

What are your specific goals or objectives for this presentation \_\_\_\_\_

Are there any sensitive issues that should be avoided? \_\_\_\_\_

\_\_\_\_\_

What is the name and title of my introducer? \_\_\_\_\_

Time frame for the presentation: Start \_\_\_\_\_ End: \_\_\_\_\_

There will/ will not be a coffee break: \_\_\_\_\_

What takes place immediately before and after the presentation (another speaker, meals, breaks, etc..?)

Before: \_\_\_\_\_

After: \_\_\_\_\_

Who are the other speaker on the program with me (if any?)

Speaker \_\_\_\_\_ Topic \_\_\_\_\_

Speaker \_\_\_\_\_ Topic \_\_\_\_\_

What professional speaker have you used in the past and what did they cover?

Speaker \_\_\_\_\_ Topic \_\_\_\_\_

Speaker \_\_\_\_\_ Topic \_\_\_\_\_

What did you specifically like/dislike about their performance? Why? (Feel free to withhold names and only comment on their work). \_\_\_\_\_

Mail address: \_\_\_\_\_ Website: \_\_\_\_\_

Do you have any special suggestions to help me make this program your best ever?

\_\_\_\_\_  
\_\_\_\_\_

#### Audience Analysis

Audience

Number attending \_\_\_\_\_ Are spouses invited? \_\_\_\_\_

Percentage of males \_\_\_\_\_ Average age of group \_\_\_\_\_

Percentage of females \_\_\_\_\_ Range of age \_\_\_\_\_ to \_\_\_\_\_

Educational background \_\_\_\_\_

What are the major responsibilities of those in the audience?

\_\_\_\_\_  
\_\_\_\_\_

What are the major responsibilities of those in the audience?

\_\_\_\_\_  
\_\_\_\_\_

Will there be many people in the audience who do not fit the description above? (If so, please explain) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

#### General Background Information

What are some current problems/challenges experienced by your industry, organization, association, or people?

##### **Industry:**

Problems \_\_\_\_\_

Challenges \_\_\_\_\_

Break through \_\_\_\_\_

Organizations

Problems \_\_\_\_\_

Challenges \_\_\_\_\_

Break through \_\_\_\_\_

People

Problems \_\_\_\_\_

Challenges \_\_\_\_\_

Break through \_\_\_\_\_  
What three main things do you think I should know about your group?

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Which specific activities/behaviors separate you high performance people from your average/below average performers? \_\_\_\_\_

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Which areas of their overall working performance are ripest for improvement?

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Which are the most significant events that have occurred in your industry, organization, or group during the past year? (ie., mergers, relocations, etc..)

Please share with me any color you think of relating to your organization or industry, (ie., did a major firm go bankrupt, etc.)

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Thank you for your assistance!

Please email to: [info@startwithstuart.com](mailto:info@startwithstuart.com) or  
startwithstuart@gmail.com