

Richard Hawk

Helping Companies create
Vibrant Safety Cultures!

www.MakeSafetyFun.com



GET THE MOST OUT OF RICHARD

You've hired a top-notch professional speaker. No doubt you want to get the most for your investment. Here are a few things that will help make sure that happens:

- If the program has been going on for more than 40 minutes before Richard speaks include a short break in the agenda. This way the audience will be more receptive (and perhaps more relieved!) when Richard takes the stage.
- It's vital that people sit close to each other. It adds energy to the room. If there are a lot of empty seats and open spaces there will be less energy. Whether you need to rope off an area or remove seats do whatever you can to make sure there are no large open spaces between Richard and the audience and between parts of the audience.
- Keep the lights as bright as possible during Richard's talk. If there are spot lights on the stage then the house lights (audience) can be dimmed but not so much that Richard can't see the audience.
- Whenever possible, have the av/audio techs available for a sound check at least an hour before the program starts. (Best, is the previous day or night and an hour before the program starts.)
- If you are leasing a sound system for the event make sure it's a quality system and that it is powerful enough for the room size. This is one area where you don't want to skimp. Any professional entertainer or speaker will tell you that the sound system makes a huge difference in the quality of a presentation.
- When Richard is speaking at a dinner or luncheon event it's best to have him start after the dessert is served unless you hire him strictly to entertain.
- Unless it is a small group (less than 50) it is best to have a riser or some sort of stage. With a small group it's fine to have a riser but as audience size grows so does the need for a speaker to be at least slightly higher than the audience.
- If Richard is speaking at your plant or worksite and the best time to schedule him is shortly after a shift starts or before lunch.
- Keep the room cool but not cold, about 66-68 degrees F.
- If you'd like to promote Richard's talk, he'll be happy to put together a flyer or other marketing copy. He'll also help you with the theme and other aspects of the event. His goal is always to make your entire event a grand success.