This is a list of what Rick Coplin needs in order to ensure the highest quality program for your event and your audience.

Our team is available serve you in order to meet your event needs. If you have any questions, initiate contact our team by emailing events@RickCoplin.com.

Keynote Stage Setup

1. **Water**. Just a simple bottle of water will do.
2. **Microphone**. Either a wireless head-worn condenser microphone (preferred for larger audiences) or a wireless lavalier microphone. A wired handheld microphone will suffice if necessary.
3. **Projector and Screen**. Rick uses PowerPoint slides for most of his keynotes and occasionally will use Prezi. He does not travel with a projector or screen. The projector should have a VGA, DVI, or HDMI connection at the podium. Please contact our team (events@RickCoplin.com) if your venue lacks the proper equipment. We'll figure something out!
4. **Speaker System Connection**. Depending on the presentation or event, Rick may require a male mini-stereo plug (1/8") to connect with your venue's speaker system.
5. **High Speed Internet Connection**. Depending on the presentation or event, Rick may require a reliable, robust Internet connection.
6. **Electrical Connection**. Rick needs a grounded plug within 6 feet of the podium to supply power to his computer.
7. **Presentation and Sound Check**. Prior to presenting, it is best if Rick has an opportunity to check the stage setup, projection and sound with your team <u>and</u> your venue's team for your best possible event.

Breakout / Workshop Setup

1. **Water**. Just a simple bottle of water will do.
2. **Microphone**. Either a wireless head-worn condenser microphone (preferred for larger audiences) or a wireless lavalier microphone. A wired handheld microphone will suffice if necessary.
3. **Projector and Screen**. Rick uses PowerPoint slides for most of his presentations/workshops and occasionally will use Prezi. He does not travel with a projector or screen. Please contact our team (events@RickCoplin.com) if your venue lacks the proper equipment. We'll figure something out!
4. **Speaker System Connection**. Depending on the presentation or event, Rick may require a male mini-stereo plug (1/8") to connect with your venue's speaker system.
5. **High Speed Internet Connection**. Depending on the presentation or event, Rick may require a reliable, robust Internet connection.
6. **Electrical Connection**. Rick needs a grounded plug within 6 feet of the podium to supply power to his computer.
7. **Presentation and Sound Check**. Prior to presenting, it is best if Rick has an opportunity to check the stage setup, projection and sound with your team and the venue's team for your best possible event.
8. **Writing Surfaces:** Rick utilizes either (1) flip chart or (1) dry erase board on a stand and two (2) thick markers/dry erase markers for his workshops/seminars. Please contact our team (events@RickCoplin.com) if your venue lacks the proper equipment. We'll figure something out!
9. **Additional Resources:** Depending on the workshop/seminar topic and length, Rick may specify additional resources to enhance interaction and experiential learning (e.g. additional flip charts, colored markers, handouts, etc.). Our team will contact you if additional resources and supplies are needed.

Host and Table Team

1. **Coordination**. One to two outgoing and reliable individuals to serve as Rick's hosts so he knows where to be and when to be there.
2. **Quality Assurance**. The hosts will also help with the presentation and sound check, coordinating with the venue's staff.
3. **Product Sales**. The host(s) will also help with product sales after the presentation so that Rick can focus on meeting the needs of your audience through additional discussions.

Picture and Product Table

1. One large (8 foot), skirted table located just inside (preferred) or outside the main audience entrance and exit. If multiple entrances and exits are available, the one with the highest traffic will be best.
2. **Note**: This type of table should be set up at ALL of Rick's keynote and seminar/workshop sessions.
3. **Note**: This is more than a product table. Rick uses this table area to connect with your attendees, take pictures with attendees, sign books, etc. This will be a highly interactive area, so adequate space is required to function best for your audience.

Photography / Videography

1. You are encouraged to take pictures and have Rick Coplin's permission to do so before, during & after presentations and workshops as long as digital copies of pictures are provided to Rick free of charge within 30 days after the event and he has license to use them on social media channels, articles, blogs, and promotional materials.
2. You are encouraged to video and have Rick Coplin's permission to do so before, during & after presentations and workshops as long as digital copies of videos are provided to Rick free of charge within 30 days after the event and he has license to use them on social media channels, articles, blogs, and promotional materials.
3. You are encouraged to record audio presentations and workshops and have Rick Coplin's permission as long as digital copies of audio recordings are provided to Rick free of charge within 30 days after the event and he has license to use them on social media channels, articles, blogs, and promotional materials.

Rick Brings with Him:

1. A MacBook Air with VGA, DVI and HDMI adapters.
2. Wireless presentation clicker and extra batteries.
3. Presentations in PowerPoint or Prezi designed for 1024x768 screens.
4. USB memory sticks with presentation copies.