



GINA MOLLICONE-LONG
ROOM SET-UP and AUDIO-VISUAL REQUESTS

The following information will ensure that our program will run as smoothly as possible for you. If you cannot meet these requests, please let us know so that we can get suitable replacements to ensure that your event is awesome. **THERE ARE THREE PAGES. PLEASE REFER TO ALL PAGES.**

REQUIRED ITEMS FOR AN AWESOME EVENT

- A digital projector, extension cords and screen. Gina has a Mac and travels with the adaptors.
- Speakers for the computer or connection to the AV system to play sound from the computer. THIS IS ESSENTIAL as there are videos and music in the program.
- A **HEADSET** microphone is **REQUIRED** for **ALL** groups and programs. This is a non-negotiable, quasi-medical requirement used to preserve Gina's voice. (See **PHOTOS** for reference).
- One flip chart with at least 3 different colours of markers (red, blue and green). Preference is for 3M Post-It sticky flipchart paper. If this is not available, then tape or bluetac is required to post the chart paper during the session.
- Please supply bottled water at room temperature (not cold!) Alternatively, hot water with lemon and honey is appreciated. Please place these items on the small draped table.
- Please ensure that there is a back-up hand-held microphone in the event of wireless failure.
- For groups over 100 people, a roaming hand-held microphone will be necessary for questions.

PREFERRED ITEMS THAT REALLY MAKE A DIFFERENCE

- A small draped table on one side of the stage/room for notes, water, etc.
- One director's chair (or other), off to the side.
- Preferable seating plan is theatre style (rows) with SIDE aisles (no centre aisles).
- Extra room for exercises when doing a full-day program (usually double the size if using theatre seating).
- A stage positioned in the middle of the front wall with steps off to the SIDE (not in the front).
- Please ensure that there is no "runway" into the audience, and the first row of chairs is approximately six (6) feet from the front edge of the stage/speaking area.
- Room temperature should be set to a comfortable level in order to maintain alertness in the participants (i.e. cool).
- Please ensure that lighting is adequate to read any handouts.

ITEMS THAT GET IN THE WAY

- We request that you please DO NOT set up a podium for Gina's program.



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BOARD BREAK ITEMS

For programs: Art and Science of New Leadership, Leadership 2.0 or Breakthrough to Greatness

- Please note: if you are doing board breaks then you need to download the release forms and bring at least 8 copies to the event unless you have specifically requested 100% participation in the board break. In this case, please have the release forms signed in ADVANCE of the program.
- The easiest place to get the wood is to call a local Karate Dojo in your city and ask them where they get the wood that they use for board breaking in their Karate practices. You can often buy some wood directly from the Karate Dojo – this is always the correct type of wood.
- Or, go to a lumber store like Home Depot and ask them to cut you some ½” (thick) SOLID DRY UNFINISHED #2 PINE. This is very important – it must be #2 pine. Also called “common pine”. It has knots in it. This is the correct wood.
- THE WOOD MUST BE DRY (about 12% humidity). IF IT IS WET, PLEASE GET IT DRIED.
- The wood must have **NO NAILS** in it.
- They should be cut in 11 3/4” x 11 3/4” SQUARES (technically it’s less than ½” thick but they call it “HALF INCH” PINE, and technically the boards are 11 1/4” but they called it 11 3/4”).
- Please get ½” pine. Please do not get anything thicker than ½” otherwise we will have to replace the wood at the event.
- The metric measurements for the squares are 297mm x 297mm.
- They must be squares. There will likely be a little bit of wood left over at the end of the sheet. You can get 8 pieces from an 8’ board with leftover scrap. That’s ok. Tell them to throw that out. It’s more important that they are squares.
- Please ensure it is solid #2 pine and not strips glued together.
- We will need at least **EIGHT (8) pieces** of wood for a regular program unless you have specifically requested that everyone in your group do the board break. In that case, we will need at least one for each participant as well as 8 extras.
- It should be untreated dry pine with no finish or anything on it (nails etc.) It must be #2 pine.
- Tell the store that these are the boards that are typically used in karate breaking.
- We also need two (2) concrete (cinder) blocks; preferably clean with straight unbroken edges on the top (approx. dimensions are 16” high by 6” wide by 8” thick).



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PHOTOS

Headset microphone – single ear hook.



Wood



Concrete Cinder Block

