



Leadership Development

## Del Suggs Appearance Specifications

In order to present the best program for you, Del requests the following considerations. This is not a contract rider, but an information sheet. If there are *any* questions about these specifications, please contact the speaker at 800-323-1976.

- 1. Projector:** please provide a video projector and screen for the presentations. The device should have a standard VGA computer input (or HDMI input) and cable. Del will provide his own computer and remote, and would prefer to have his computer with him on stage.
- 2. Staging:** In classrooms, rooms with tiered seating, or small rooms a stage is not necessary. On rare occasions, if the presentations are for a large audience in a large room without a stage, then please provide risers or platforms to form a stage. Make sure the stage is adequate so that the speaker doesn't block the view of the screen.
- 3. Sound:** In small rooms, a sound system is not necessary. In a large hall, with a large audience, adequate sound reproduction is required. Please provide the sound system, and wireless lapel / lavalier mic for the speaker. If possible, please have a cable to plug his computer into the sound system.
- 4. Set-up:** Please allow a minimum of sixty-minutes before the presentation to set-up and make technical checks.
- 5. Parking:** Please arrange for any necessary parking permits for the speaker, and secure parking as close as possible to the performance site.
- 6. Accommodations:** If you are providing accommodations, please provide a Non-Smoking hotel room with internet access. Make sure that you provide Del with the reservation and confirmation information.
- 7. Campus Internet:** If possible, please provide the speaker with a username and password for guest access to the campus internet while he is at your school.

Del is very accommodating and flexible with his program needs, and will work with you in any way possible. If you have *any* questions, please contact him. *Before you go to any additional effort or expense to meet these specs, please contact Del first to determine if it is absolutely necessary.* Let's make it easy for everyone!