

WE MAKE YOU SOUND GREAT!

A DISTINCTIVE APPROACH TO IMPROVING BUSINESS PERFORMANCE

COMMUNICATION & PRESENTATION SKILLS COACHING BY
JAMES ALBURGER & PENNY ABSHIRE

COACHING EVENT & WORKSHOP EQUIPMENT SPECIFICATIONS

858 484-0220

info@voiceacting.com

The following technical and equipment requirements apply to workshops and off-site business coaching events presented by James Alburger and Penny Abshire. The specific set-up requirements for your event may differ from what is included here. The equipment specifications below are what we use for Voice Acting events we produce ourselves. Please contact us by phone to discuss any set-up questions.

EVENT REGISTRATION:

Business Coaching: It is the responsibility of your company's department heads or event planner to coordinate attendees and to have a contact person at the event to verify attendance.

Weekend Workshops: Our agreement with you specifies compensation and other details pertaining to our booking. If you are charging a fee for participants to attend our event, it is your responsibility to handle all necessary aspects of registration and bookkeeping.

SITE LOCATION:

The type of coaching event we are teaching and the number of people attending will help determine the ideal location for our event.

Business coaching: We will often work on-site in a company conference room or other large space, or at an off-site meeting facility like a hotel banquet room.

Weekend Workshops: For our Voice Acting workshops, we prefer a recording studio large enough to accommodate the class, or a large meeting room, like a hotel banquet room or rehearsal room.

EVENT SCHEDULE:

Business Coaching: Equipment set-up for business coaching will vary for each client. Please call us to discuss the specific equipment requirements and set-up time for your company event.

Weekend Workshops: Full day Weekend Workshops are generally scheduled for 10am—5pm on both Saturday and Sunday. Doors open 30 minutes prior to workshop start time, and lunch break is usually around 12:30-1:30. We will occasionally also offer a Friday night session that will run from 6pm—9pm. Our extended workshop will include a full day on Friday from 10am—5pm.

Set-up Access: We need a minimum of 4 hours for equipment set-up for a full workshop event in a hotel banquet room. This usually means 12noon access for a Friday start, and Friday 6pm access for a Saturday morning start.

MINIMUM ATTENDANCE:

Business Coaching: There is no minimum requirement for business coaching. We'll work with one person or an entire marketing staff.

Weekend Workshops: We require a minimum of 12 attendees at the recommended tuition to meet our expenses, but prefer a group of 20 or larger. Our workshop is structured such that we can comfortably handle 50 or more.

TUITION AND COACHING FEES:

Business Coaching: Our coaching fee will depend on the number of people attending and on your specific objectives for our coaching. Air travel, ground transportation, shipping, and a per diem are in addition to our coaching or speaking fees. Please contact us to discuss the specifics of your event.

Weekend Workshops: Our coaching fee is negotiable under certain circumstances. Please call us to discuss your ideas for sponsoring a workshop in your area.

Our recommended tuition for a 2-day Weekend Workshop is \$597 per person (not including individual travel, room, or meal expenses). As a sponsor of our workshop, the actual tuition fee you charge is up to you.

We book our sponsored workshops on a contract basis with a preferred minimum fee of \$1,800 per day each for James and Penny (includes our travel, transportation, meals, and shipping expenses), for a total minimum coaching fee of \$7,200 (up to 25 attendees). For groups of more than 25 paid attendees, our fee increases by \$100 per person attending. (Eg: our coaching fee for a workshop of 30 paid attendees would be \$7,700.)

ROOM SIZE:

The larger the space, the better.

Business Coaching: Your company conference room may be adequate for a small group. For groups of 10 or more, we will often work off-site.

Weekend Workshops: The room size should be a minimum of 20' X 75'. A space of this size will comfortably accommodate up to 20 students, but may not provide adequate space for small group break-out exercises.

FOOD SERVICE (Weekend Workshops only):

- Water should be available throughout the day.
- *Morning:* Coffee set-up is preferable, but not essential. Light pastries are appreciated if available.
- *Lunch:* We prefer lunch to be either delivered as box-lunch, or to be served on tables in the room where we are working. We prefer to not release the class for lunch on their own unless there is an on-site restaurant that can accommodate our group at one seating.
- *Afternoon:* Coffee re-set is optional

WORKING AREAS:

Business Coaching: We require an area at least 10' X 15' for our working area.

Weekend Workshops:

There are three working areas for our basic Weekend Workshop:

STAGE AREA (where James & Penny will be working)

2 - bar stools with backs or tall chairs

1 – tall round table if available (optional)

1 - 8-foot by 2-foot banquet table with drape for equipment

AC power must be easily accessible near the table with a 6-outlet power strip.

STUDENT SEATING

Classroom seating with narrow tables if possible. 4 chairs per table.

BREAK-OUT AREAS

We prefer a fairly large amount of open space behind the last row of seating or elsewhere in the room. Students will break into small groups and need space to work. If weather permits, students can work in groups outside, or even in adjacent rooms that might be available.

DISPLAY TABLE

1 - 8-foot by 2-foot table with drape for product displays

CHECK-IN TABLE

1 - 8-foot by 2-foot table with drape for check-in on first day only

EQUIPMENT REQUIREMENTS:

We can provide some of the equipment as noted, and if necessary, we can provide everything. To minimize shipping issues, we prefer most of the equipment to be provided by our host or the venue.

Business Coaching: Specific equipment requirements for business coaching events will vary greatly depending on the type of coaching and the number of people attending. We'll be happy to work with your A/V department or meeting planner to coordinate the proper equipment for your event.

Weekend Workshop Equipment Specs:

3 - music stands, preferably Manhasset or similar (not collapsible) - we can provide collapsible stands if needed.

2 - wireless microphones (we provide)

2 to 5 - handheld microphones (3 are used for guest panel when part of program)

2 - microphone stands with booms

2 - microphone cables @ 50'

3 - microphone cables @ 25'

1 - analog mixer capable of handling 7 microphones and 2 stereo Line inputs

1 - power amplifier

2 - speakers

2 - speaker stands

Speaker cables from amp to speakers

EQUIPMENT WE BRING WITH US:

- 2 laptop computers
- 2 USB digital interface boxes for connecting computers to analog mixer
- 1/4" cables for connecting analog mixer outputs to our computers.
- 2 wireless microphones (if we are recording the event)
- 1 small analog mixer
- 1 MP3 recorder
- 1 Video camera
- 1 camera tripod

RECORDING OUR EVENTS:

- Audio recording for personal use on personal recording devices is permissible.
- Video recording or audio recordings for company use must be approved in advance and will normally incur an additional recording fee.
- We reserve the right to record audio and/or video on any media for use during the coaching event, or for future use in marketing our coaching services.
- When we are recording audio of personalized coaching, attendees may receive a copy of their recorded work by bringing a USB flash drive (minimum 256MB). We do not record on audio cassette or CD.
- For some events we may offer a recording on CD-Rom of portions or the complete workshop at an additional charge.

The equipment requirements detailed on this page are based on our needs for a typical Art of Voice Acting Weekend Workshop that we produce and present. Specific equipment needs for your event may be somewhat different from what is included here.

Please [contact us](#) with any questions regarding your event.