



ACCOMODATIONS

Key Points for Mr. Broussard's Travel & Accommodations

Mr. Broussard travels excessively, therefore, the following things can be done to minimize mistakes and misunderstandings as well as to make his trip as comfortable as possible, so that he may provide you the very best of his service, time and attention.

Please provide the following;

Provide an emergency number in case of airline change or delay to include the cell number of ground transportation and the event contact person.

Provide our office the name, address and phone number of venue (*for pre-shipping books*).

Podium/Lectern

Ron does not speak from a lectern – therefore a clear stage is a must. Ron's high energy will keep him moving from one side of the stage to the other. Plus, he often goes into the audience and engages people as part of his presentation. If it is necessary for a lectern to be on the stage for other parts of the program, please have it set to the side of the stage during his presentation.

Platform

With groups of 200 or more, Ron is more visible on a raised platform (12 to 18 inches is fine). Being elevated makes it much easier for everyone to see and enjoy his presentation. Please have steps placed in the front, if possible.

Microphone

Ron uses a wireless hand-held microphone. He enjoys being able to move around freely so he can interact personally with your group.



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Audio/Visual Aids

Your A/V staff will be happy to learn that Ron uses no visual aids or PowerPoint presentation if possible (**unless client requested**) Please remove any equipment and/or screens from the area, if possible.

Head Table

If the head table is on the stage, please have it set far enough back so Ron can work in front of the table. (he needs room to move around and interact with the audience!) Please reserve seats in the audience for the people at the head table so they can enjoy the presentation as well.

Hotel and Travel Arrangements

Hotel room reservations (non-smoking), preferably at the same hotel where the meeting is to be held, are to be secured by you, the client, guaranteed for late arrival, and should be billed directly to your organization. Ron Broussard will be responsible for travel arrangements, non-refundable, (non-stop, when possible) coach fare, round-trip from Atlanta, GA.

Ground Transportation

Please arrange ground transportation (to and from the airport) and let our office know who will be meeting Ron.

Payment of Fee

Per the agreement, please remember that the entire fee is due one week prior to Ron Broussard's presentation. (*With the exception of jobs through a speakers' bureau*)

Please remember: Audio or video recording of the presentation, in part or whole, by the client for private or other distribution is prohibited and is NOT a part of OUR AGREEMENT.

Once you've taken care of each of these items, you can be assured that everything will run smoothly—now YOU can relax and let Ron Broussard do the rest!

Questions? Please feel free to call Devin at 972-596-5501. She's always happy to help!.