

Hello there!

We're so excited to be teaming up with you to help make your next event amazing! Thank you for the opportunity to collaborate with you in making your learning event successful and memorable!

Coach AJ is super low maintenance, but his experience speaking on hundreds of stages across the country has taught him a lot about how to make each event the best it can be for everyone involved.

We appreciate your assistance in accommodating as many of these requests as possible to help ensure your attendees have an experience they'll remember for a long time!

VENUE PREPARATION

1

Coach AJ's presentation uses custom fonts, custom layouts, custom colors, and animation. **Therefore, we request that he be able to run the presentation from his own laptop (Macbook Pro M4) whenever possible.**

2

Please coordinate with your event technician that we need an overhead projector with a HDMI input and plug. We also need an extension cable near the projector.



3

For our audio needs, please coordinate with your event technician that we need two (2) channels or inputs from their audio mixer or amplifier. **The event venue should supply the wire.**

A. Coach AJ has a wireless lapel microphone that has a XLR or 6.5mm (1/4") jack output. **The event venue should supply the wire.**



B. Coach AJ's Laptop will need a 6.5mm (1/4") jack output). **The event venue should supply the wire.**



4

AJ brings his own microphone, however, he asks the organizers to provide batteries for his body pack. **Please provide 4pcs AA Alkaline batteries (per day).** Energizer is his preferred brand.



5

In case of technical emergency, please have your event technician **prepare a hand-held microphone on standby** for AJ.

6

AJ would need two tables, the first is in front where he will put his laptop and other gadgets. **Please make sure that this table is separate from where the projector is to be situated and has an extension wire ready on that table.** Another table on the back of the stage (or back of the audience) where his team/ companions can make a station.

7

Whenever possible, projectors or screens should beset off to **the side(s) of the stage and not in the center of the stage** so that AJ isn't walking through **the light of the projector**. Please arrange a time for him to be able to do a quick walkthrough and sound check when none of the attendees are in the room, preferably 30-60 minutes before his presentation.

DURING THE PROGRAM

8

Please coordinate with the catering/ food providers **that it is really important to please disallow servers of any kind from serving food to the audience or clearing plates during AJ's presentations.**

9

Another priority of AJ's will be to help keep your event running smoothly. **If you get behind schedule, he will be flexible to your guidance as if you want him to cut his part short or do his full time.** Either way, it helps if you can have a clock that is easily viewable from the stage to help him adjust accordingly.

10

To avoid confusion and delay, **please have somebody from your team serve as a stand-by liaison for Coach AJ** so that he can communicate with someone right away should there be last minute adjustments.

SPEAKER CARE

11

For meals, **AJ requests that his and his companions' meals will be pre-served in a separate table so that he can maximize his "rest" time** and synergize with his team (if applicable) so that he can be full of energy when he engages with your audience on the next segment (especially if it's a day-long event.) **He would also love to eat with your leadership team if they would want to.**

12

Unfortunately, AJ is diabetic. We kindly ask that the food and beverage that will be served to him **is diabetic-friendly.**

13

AJ would appreciate if there's **cold drinking water available for him anytime** during his presentations.

14

If and when booking AJ's accommodation, **please reserve a private queen or double-bed bedroom (Good for 2 pax) with private bathroom and comfort room.** As much as possible, we hope you can reserve a room **near the session venue.**

Truly, we are honored and humbled to have the opportunity to speak to your audience and assist you in creating an epic experience.

Please let us know if you have any additional questions or if there is anything else we can do to serve you, either before or during your event.

Thanks, y'all! This is going to be a blast! 😊

❤️ *See you soon!*

TEAM
