



Billy The Coach Pre-Program Checklist

To maximize the energy, impact and audience participation of your Billy the Coach (BTC) presentation, the following checklist will be helpful in preparation for the program. The checklist is intended as a guide to help us create an experience for attendees that exceeds every expectation.

Each presentation is unique, and flexibility regarding event details is often necessary. Please review the requests below and let us know if any changes need to be made.

The highest priority is always doing what it takes to create the best presentation possible.

Checklist

Room Set-Up

Theater style or classroom seating is preferred.

Stage/Platform/Riser

A stage is best or a raised platform 16 to 24 inches high. Dimensions should be a minimum of 10' long by 6' wide. Elevation improves audience sight lines, making it easier for attendees to focus on the presentation. BTC does not use a podium or lectern. If it is necessary for a lectern to be on the stage for other parts of the program, please arrange to have it moved to the side of the stage during BTC's presentation.

Microphone

A wireless, lavalier microphone is the optimal choice for a high-energy BTC presentation.

Audio/Visual

Depending on the specific program, an LCD projector and screen may be required.



BTC Pre-Program Checklist Continued...

Recording of Presentation:

Audio and/or video recording is permitted and encouraged. A copy of the presentation, or BTC's segment of the presentation, will be provided to BTC.

Hotel and Travel Arrangements

Hotel room reservations (non-smoking king bed), preferably at the same hotel where the event is to be held, are to be secured by the client, guaranteed for late arrival, and should be billed directly to your organization. BTC will book his own travel arrangements, non-refundable, (non-stop, when possible) coach fare, round-trip.

Ground Transportation

Ground transportation, to and from the airport, will be arranged by the client.

Payment of Fee

Reservation of speaking engagement date shall be finalized upon receipt of a 50% deposit and signed BTC speaking engagement contract. The remaining balance of the fee, including any travel expenses, is due on-site immediately following BTC's presentation.

Pre-Program Questionnaire/Information

BTC may request company information, history, or brochures that will increase BTC's understanding of your business or organization, its people and its challenges. Providing such information is done so at the discretion of the client. All client information is kept strictly confidential, and used solely for the purpose of enhancing the effectiveness of your BTC presentation