



**DR. TIM CROWLEY**

LIVE WITH PURPOSE. LEAD WITH HEART

# EVENT CHECKLIST —

## COVERING THE BASICS TO MAKE YOUR EVENT A SUCCESS!

**Nothing is more important than helping to make your event a resounding success!** To help ensure the program meets your expectations and brings the most value to your audience, please review the information below and let Tim know if there are any questions. He is friendly, flexible and easy to work with.

### INTRODUCTION

Dr. Tim customizes every introduction to fit the specific needs of you and your event. If you have some personal comments you would like to add or if you have heard Tim before, just let him know. He will email the Introduction two weeks prior to your event.

### MICROPHONE

Dr. Tim prefers a handheld microphone over a wireless lavalier microphone or a corded microphone. He enjoys being able to move around freely so he can interact personally with the audience. However, he will work with what is available.

### PODIUM/LECTERN

Dr. Tim does not speak from behind a podium. His high energy will keep the audience involved and interacting. A clear stage is important as he often invites audience members on stage as part of his presentation. If it is necessary for a podium to be on the stage for other parts of the program, please have it set to the side of the stage during his presentation.



[www.drTIMcrowley.com](http://www.drTIMcrowley.com)



888-727-4573





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## **AUDIO/VISUAL AIDS**

Audio/Visual Aids Your A/V staff will be happy to know that Dr. Tim rarely uses PowerPoint or video during presentations, however he will provide a title slide with the keynote title, your organizations name, and his name. He can create additional slides if needed. If possible, please remove any equipment and/or screens from the area prior to his presentation.

## **HANDOUTS**

Dr. Tim will email you a quality handout with highlights of key points and actionable takeaways for each member of the audience. This is take-home, valuable information they can use to help increase their success in both their personal and professional life. Please distribute immediately following his presentation or make available on your organizations website.

## **PLATFORM**

With groups of 200 or more, Dr. Tim is more visible on a raised platform. Being elevated makes it much easier for everyone to see, be involved and enjoy his presentation.

## **HEAD TABLE**

If the head table is on the stage, please have it set far enough back so Dr. Tim can work in front of the table. He needs room to move around and interact with the audience. Or better yet, please reserve seats in the audience for the people at the head table so they can enjoy the presentation as well.

Your time, energy and attention to details will help make this an outstanding and memorable event. Now YOU can relax and let Dr. Tim do the rest! Thank you!