



MEETING PLANNING GUIDE

PRESENTATION DELIVERY

- Dave is available if you would like to schedule a conference call one month prior to your event.
- Dave dresses in business attire (no tie) unless otherwise directed.
- Dave arrives at the meeting room at least one-hour prior to his speaking time for sound check and set up.
 - Dave has a bookmark for each attendee. The bookmarks will be placed at each table setting unless otherwise directed.
- Dave's unique, high-energy and entertaining style incorporates his record-setting use of basketballs to explain and demonstrate key points of his presentation. As such, client needs to provide the following:
 - A/V tech's name and email address
 - Dave's audio and video files will be emailed to the A/V tech through a service called "We Transfer" so the A/V tech can download the files prior to the program.
 - Dave does carry a thumb drive with the audio and video files as a back-up
 - Room wired for audio/sound
 - Wireless lavalier microphone
 - Hand-held microphone (as a back-up mic)
 - LCD Projector with screen and audio (for Dave's video introduction)
 - Dave does **not** use PowerPoint for his keynote presentations. However, he may utilize PowerPoint if booked for a break-out session following his keynote.
 - Wifi
 - iPod plug-in
- Two (2) draped cocktail tables positioned on stage in stage right back corner
- One bottle of water on one of the cocktail tables.
- No center podium please
- One 6' display table at back of room for book sales
- Dave recommends his book "The Game-Winning 3" for all attendees and offers discounted volume pricing.
 - Dave is happy to sign books on site
- Dave can provide a static slide for client, if needed.
- Photographs are permitted and all copies are to be provided to Dave Davlin.
- Video recording is not permitted without prior approval.
- Please read Dave's written introduction exactly as provided. Dave's written introduction will introduce Dave's video introduction (1-minute long). Dave will take the stage when the video introduction ends.

TRAVEL & HOTEL REQUIREMENTS

- Dave will always arrive to the location a day prior to his scheduled appearance (unless the event is less than a 3-hour drive from his home).
- Upon his arrival, Dave will text or email the point of contact to advise he is on site.
- Unless otherwise discussed, Client Agrees to make and pre-pay for up to two (2) nights in the host hotel.
 - Dave requests a non-smoking room with a king-size bed. Early arrival or late check out is often required depending on the time of his keynote and flight schedule.
- Dave will book his own air travel and will either rent a car or Uber to the site unless a car service is provided.
 - Agreed upon travel expense reimbursement requirements are outlined in your contract.