



Meeting Planner Resource

In preparation for your event, here is some helpful information to ensure Jim Littlefield-Dalmases offers a successful program for you and your organization.

With the following audio visual needs, Jim can ensure his presentation is interactive and engaging.

- Wireless lavalier microphone
- Projection capability for PowerPoint presentation
- Internet access for use of digital tools for participant interaction
- If Jim's computer is used for presentation:
 - Appropriate cords to connect computer to your equipment
 - Electrical access to maintain computer charge

The following room setup suggestions will help to ensure Jim's speaking engagement is poised for overall success.

- Distance from the first row of seats/tables to the stage should be no more than 10 feet.
- Ideal stage/riser height for audiences of up to 200 people is 6"-12"; for audiences of more than 200 people, 12"-24" in height is appropriate.
- Lecterns should be removed, or pushed to the side of the stage. Jim is a high-energy, high-content speaker who loves to connect with his audience. He moves around the stage and often out into the audience. Please take this into consideration when planning your event.

Jim would love to discuss opportunities for book signings, bulk book discount rates, custom editions of her books and additional ongoing consulting opportunities to support your team, business or organization as well. Please reach out to learn more.