

PRE-PROGRAM CHECKLIST John Drebinger Presentations

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To help ensure that John's program meets your expectations and fulfills the ultimate benefit for your audience, please fill in the information below and fax/email to our office.

***Provide your meeting agenda/announcement information.

***Meeting location address, phone and room #

***Time your meeting(s) will begin _____ and time John will begin _____

***In the event that John needed to contact someone while traveling to your meeting what two people would he call? Please provide their cell # or other contact phone number.

_____ () _____

_____ () _____

*****Microphone:** Client must provide a wireless lavalier (tie clip) microphone. John moves around the room to interact with his audience and needs his hands free to perform his magic. **John always uses a microphone for every presentation.** No other audio-visual equipment is needed.

***# of people attending _____. (If multiple presentations # per session _____, _____, _____)

Recommended Seating: With groups of 50 or more, John prefers to work on a platform 4'x 8' or larger at the front of the room. The platform makes it easier for everyone to see John's magic tricks and audience participation. Remove any lectern/podium from the platform before his presentation or set to the side of the stage.

Please provide a safe way to go up and down off the stage (handrails), as John and his assistants from the audience will need to go to and from the stage, during the presentation. Arrange chairs in a semicircle with aisles at 10:00 and 2:00 o'clock and make an aisle at 12:00 o'clock. Classroom style works best when using tables. Wide and short is a better seating arrangement than long and narrow. Please keep John's audience in front of the platform, as John's magic tricks need to be seen from the front. John will arrive early to set up his props and talk with you before the meeting for any additional thoughts or needs.

A small table, sturdy stool with back and chair placed on or near the stage area. A **bottle of plain water** would also be appreciated. Sample of chair: https://www.amazon.com/Flash-Furniture-XU-DG697BLAD-BAR-CHYW-GG-Hercules-Restaurant/dp/B002T0G3KA/ref=pd_sbs_196_4?encoding=UTF8&psc=1&refRID=B9M2SCDVP50BFKN21ABY

*** **Balance of Fee:** Provide the name and number of the person or department arranging for final payment. Our final invoice will be sent 10 days before your event and is due and payable upon receipt of invoice per your agreement. Name: _____

Phone: () _____

***Please provide contact/shipping information when we are sending books.