



## Guidelines for Successful Programs

**Following these guidelines greatly increases the impact of the program.**

- Process the paperwork for payment due on program date.
- Please remember, no audio or video recording of Craig's programs is permitted.
- If Craig is working with a group of 40 participants or more, inspect sound system thoroughly. Craig will be using his own wireless microphone during the presentation, but a back-up microphone is suggested in case of a problem.
- If Craig is flying in for the program, and the sound system at the location is not of high quality, please consider renting a portable unit. Good sound is crucial to the success of the program.
- Select a person to read the introduction, ideally a student. Please have the introducer read the introduction exactly as it is written with no "ad-libs." (Introduction is included in this packet.)
- If the assembly program is to be held in the gymnasium, all students must sit on ONE side of the bleachers.
- Teachers should sit with their students in the assembly program.
- Listen for and eliminate disturbing noises *before* and *during* the program. (Ex: overhead exhaust or heater fans, loud speaker announcements, school construction, etc.)