



Requested Equipment/Supplies for *Breakthrough Leadership Phase I*

No audio/video recording of Craig's programs is permitted

Ideal Setting: (see Ideal Room Set Up page) room with space for activities, chairs should be moveable

*** If Craig is *flying* in for presentation ***

- Back up microphone (Craig will bring 2 wireless microphones to patch into a P.A. system.) All programs will require a P.A. system. If the house system is unreliable, poor or suspect, it will be necessary to retain a strong portable system. **QUALITY SOUND IS VITAL FOR A SUCCESSFUL PROGRAM.**

If you have questions, call my office.

- Large screen- Ideally, a portable screen is available instead of a pull down screen
- Flipchart stand with flipchart paper pad
- 2 long extension cords with 2 outlet bars
- 3 bottles of water
- 2 six foot tables off to the side
- Bar stool or elevated chair
- Pen for each participant (Pens will work much better than pencils.)
- Name tags for each participant.
*See *Name Tag Guide* in *Prior to the Program* section of www.craighillier.com
- Handouts duplicated for each participant. (Master copies of workshop notes are available for download in the *Portal* section at www.craighillier.com) Password: edge

*** If Craig is *driving* to the presentation ***

- Back up microphone (see information above)
- Name tags for each participant *See name Tag Guide in *Prior to the Program* section of www.craighillier.com
- 3 bottles of water
- 1 six foot table off to the side
- Handouts duplicated for each participant. (Master copies of workshop notes are available for download in the *Portal* section at www.craighillier.com) Password: edge