

LOGISTICS FOR PATTI WOOD

If you have booked Patti, here is some logistical information you will need to have. Please feel free to call her at 404-315-7397 or email at patti@pattiwood.net for any questions you may have.

Patti Wood
Communication Dynamics
2312 Hunting Valley Drive
Decatur, Georgia 30033

At time of booking or two to three weeks prior to event:

1. **Attendee Count.** Do you have a count on the number of attendees for the program? Please send this to Patti. As it changes, you may want to send information as often as possible.
2. **Workbook or handouts.** Do you want them sent ahead of time? Do you want to reproduce them and have them ready for the program? Where do you want this information sent?
3. **Transportation questions:**
 - Where should Patti fly in?
 - What hotel or motel should we book her in? Do you have a phone number for one close by?
 - What ground transportation is available? Bus, taxi, shuttle from hotel to facility, etc.?
 - Should Patti rent a car?
 - Do you have a map of the facility's location to fax or email? Map from airport to hotel? To facility? If so, please fax or email.
 - Please note that Patti's reservations cannot be made until we have a copy of our deposit check or signed contract for this event. Have these been taken care of yet?
4. **Contact info for attendees** Patti would like to contact a few of the audience members ahead of time to personalize her presentation. Could you please send us at least six names, phone numbers and email addresses as soon as possible? It takes time to catch people, as you probably know. Titles and company name would be helpful as well.
5. **Prizes** If you like, Patti will be happy to provide a few of her books as door prizes from a business card drawing. Just let her know. She likes to do that, but needs to know ahead of time so she can bring books with her.

One Week Prior to Event

1. **Video taping program** If you would like to video tape this program, please let Patti know so she will dress appropriately for film. She enjoys clients doing this if you provide her with a copy.
2. **Introducing Patti.** Patti's web site contains a short bio that can be used to introduce her. Ask Patti if she wants you to add anything to it that fits with your group. Otherwise, please instruct the person to read it exactly as it is written.

Check Status Day Before Event

Room set up and equipment for session

1. Provide a cordless mike.

Please provide both a cordless lavalier with a back up cordless hand held. In a large crowd, Patti uses the hand held to go out in the audiences so their responses, comments and questions can be heard. Also, if the group numbers over 40 Patti will definitely need a mike. That may seem odd, so let us explain, Patti gets the group so charged up and loud that during exercises the noise level is immense so she needs to have a mike to keep from shouting.

2. **Flip charts** Patti will need a flip chart and two of those giant, extra thick markers.

3. **Seating set up** Please be sure in a large group, that the seats are set with only a small center aisle. The chairs should be in a slight curve rather than straight rows. This ensures that no one is facing a wall. Thus, the energy goes towards the center of the room. This creates more laughter and energy in the program.

4. Patti likes a team style set up, either very small rounds or square tables that seat five by putting chairs all the way around. Please place the tables close to the front. Patti likes to be near the group.

5. Please place a small front table for Patti's materials. If you only have a long table please place it vertically rather than horizontally across the room.

6. If this will be a full day program, please put two full flip charts in the front and if there are more than 15 people and no wall charts, please put two flips in the back.

7. Ideally, if you have a stool please place it up at the front of the room

8. Patti also ideally needs a CD player.

9. If this is a public speaking course, she needs a camera in the room and a small room (large enough for one person to review their own video tape with Patti) with a TV and playback unit. She also needs a tape for each person.

10. For team building exercises, Patti will need rooms or cluster chair areas often seen in hotels for break out space for small team exercises outside room.

Thank you so much.

Again, if you cannot accommodate these or you need clarification on any item, please call Patti.