# SUGGESTED TECH AND PREPARATION INFORMATION

# To Prepare For ....

# Mr. Alan Alda

### **Podium**

Mr. Alda will not be using a Podium and will move about the stage during his presentation. Should you wish to use a Podium for the introduction, please feel free to do so. It is probably best to have the Podium off to the side of the stage as you would not need to move it when Mr. Alda comes onto the stage. Mr. Alda would appreciate two bottles of still water on a table easily accessible just off the stage area.

## Microphone

Mr. Alda would like a lavaliere (wireless) microphone that will allow him to walk around the stage. Please have out a second backup microphone available on site, in the event that there is a problem with the first microphone.

# Stage Set-up

Mr. Alda would like to have two small tables on the stage. On one table, please have a pitcher of water and a large clear EMPTY glass on a small table to one side of the stage. This glass and pitcher of water is NOT for drinking but will be used as a demonstration during Mr. Alda's event. Mr. Alda would like to have the second small table placed on the opposite side of the stage (from where the table with the water and pitcher is placed.) Mr. Alda's demonstration will involve an audience member being called up to the stage so please have steps up from the audience.

# Lighting

During the program, the stage area should be well-lit and the audience lights should be slightly dimmed. However, Mr. Alda wants very much to make contact with the audience, therefore they should not be in the dark. During the question-and-answer period, all lights should be brought up.

### **Flashbulbs**

As it can be distracting, please avoid flash photography after the program has commenced. During the program, photographs can certainly be taken by your photographer as long as there is no flash photography.

### Green Room (Dressing Room) & Dietary Requests

Like many entertainers who do speaking engagements, the preparation for the program is extremely important. To mentally prepare a program without notes and to have the impact with an audience requires time alone before the presentation ("performance"). Mr. Alda would like to be alone in the Green Room for a full hour before the program to gather his thoughts and energy to give the best program possible. For this reason, any activities before the program are a distraction. A few bananas (3) would be appreciated in the green room.

# **Media Opportunities**

If a press opportunity is being scheduled it must be cleared through your Royce Carlton representative. All requests for press availability should come through you, the sponsor. However, if a press opportunity is scheduled, it should be following the program. Again, if scheduled before the program, it is a distraction.

## **Social Activities**

Mr. Alda enjoys being with people in a social setting (receptions, etc.), but again, please be certain that any and all activities have been cleared and agreed upon with your Royce Carlton representative. Again, these activities are best scheduled following the program.

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# **Accommodations** Mr. Alda would appreciate a non-smoking hotel suite.

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