



## Thank you for inviting Joel to your event!

Joel wants to help you get the most out of your time together.

**These recommendations will help everyone have a great experience.**

### Confirming the Presentation Details:

Joel will usually try to get in touch by phone about two weeks before the presentation. However, he's often on the road, so if you haven't heard from him, give him a call at 1-877-487-5635. He will get back to you to confirm details.

### The Details Make the Difference

**Do's and don'ts** to ensure it's well-received!

~Compiled from lots of less-than-perfect experiences~

#### Before:

**Do:** Ask Joel questions if you aren't sure of something. Each presentation is unique, and Joel can help with details.

**Don't:** Use phrases like "motivational speaker" - people may judge it before it starts. "Guest speaker" has fewer stigmas.

**Do:** Allow 30-60 minutes for an A/V check with the tech crew and Joel on stage *before* the audience arrives in the room: Things always run more smoothly after a walk-through.

**Do:** Have music to bring Joel on and off stage to set the mood. No ideas? Ask Joel - he can make a suggestion.

#### During:

**Do:** Have an enthusiastic person to introduce Joel. If possible, this person should also have a microphone check.

**Do:** Use your best judgment if there are emergencies or technical issues during the presentation. Sometimes, individual intervention can solve an isolated problem and help Joel avoid breaking the flow of the presentation.

**Don't:** Panic! Know that Joel has dealt with many awkward situations from the stage before. The tech crew often ALSO has experience handling mishaps. Know that all is not lost! These incidents sometimes become memorable moments in the experience for the audience, so we'll embrace the moment.

#### After:

**Do:** Make connections back to Joel's examples and stories. You can keep the positive energy alive, but not without effort!

**Do:** Encourage people to sign up for Joel's monthly [Article - "Excited to Be Here"](#) and/or the [Daily Creative Activity](#).

### Your Checklist:

- ◇ Wireless headset or lapel microphone for Joel
- ◇ Computer with PowerPoint presentation & remote  
*If you prefer, Joel may be able to provide his own laptop, remote slide changer, & headset mic. Discuss with Joel.*
- ◇ Microphone for person to introduce Joel
- ◇ PA system
- ◇ Working LCD projector (or 2 - dual screen?)
- ◇ VGA cable (computer to projector)
- ◇ Projection surface for PowerPoint
- ◇ Good lighting (dark for PowerPoint, bright for Joel)
- ◇ 2 Small tables (mime cubes also work great) - one for the mousetrap demonstration, one for props
- ◇ 1/8" i-pod cable for music to PA system - *if possible*
- ◇ Just in case: power bar, extension cord, duct tape

### The People You Need to Provide:

- ◇ Technical Director - available during the presentation & for 30-60 minutes during A/V check
- ◇ A person to introduce, equipped with Joel's intro
- ◇ Lighting & sound technicians - *if possible*
- ◇ Videographer/photographer (if possible) Or two?  
Capture the presentation *and* the reactions!

### A note on gifts:

Some organizations choose to present Joel with a small gift at the conclusion of his presentation. **Please know that this is not at all expected.** Should you choose to give, Joel would urge you to consider a sustainable / green / socially responsible gift. There are many people in this world in need, and Joel would be honored to know that you've considered them by buying fair trade, ethically sourced, and/or locally produced. Alternatively, consider making a small donation to your favorite charity. Some organizations have used the presentation of the gift to build global awareness while modeling socially conscious behavior - a FANTASTIC gift!



For more information, contact:

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