

## The Checklist.

1-877-PHIL-D-4-U



- Fax back contract to Philly D Presentations (Fax#: 204-480-4303).
- Submit non-refundable travel deposit** – total is indicated on contract.
- Have a check for the balance payable to “**PHILLY D PRESENTATIONS.**” This is due on the date of your presentation.
- Provide one ‘big’ table with a variety of color markers for Phil’s High 5-4 Dreams program, and to display his book. See [phillyd.com](http://phillyd.com) for more info on ‘High 5-4 Dreams and his book.
- Fax or Email Directions to Philly D ([phil@phillyd.com](mailto:phil@phillyd.com))

### MAKE SURE PHIL CAN BE HEARD

- Provide a **QUALITY SOUND SYSTEM** with a sound board. In a gym setting, the best set-up for the soundboard is to the left or right side of Philly D’s stage area. The sound crew should NOT be set-up behind Philly D.
- Provide a student or staff member that is knowledgeable on how to use the sound equipment.
- In order of preference, provide a 1.) Cordless Handheld Microphone with extra battery, 2.) Corded microphone with a long cord. Always have second mic for backup.
- The program is weakened without an acceptable sound system. If your school does not have a quality sound system, please rent or borrow one. **This is the single most VITAL TOOL for his program.**
- The sound system **should be set-up BEFORE Philly D arrives.**

### MAKE SURE PHIL & THE SCREEN CAN BE SEEN

- Best venue is a theatre/auditorium, if you do not have access to either a gymnasium will do.
- Philly D prefers to be elevated above the floor level commensurate to room size. (6 to 8 inch risers for small rooms, higher for larger rooms.) No podium is needed.
- Stage set-up: 1.) Stool or chair, 2.) Desk or small table, 3.) 2 bottles of water
- Seat the audience close to the stage. **Allow for no gaps between audience members.** A gymnasium setting will only work if the audience is seated on one side facing Phil. If there are more people than will fit on one side of the bleachers, those remaining should be seated in chairs or on the floor in front of the bleachers facing Philly D.

**Unless prior arrangements have been made, Phil will integrate a multimedia presentation into his program, and requires the following to assure it's success:**

- SCREEN** – Your video screen should be high enough and large enough to be seen by all. Care should be taken to assure that no direct light is upon the screen. (Unscrew bulb above screen if the lights above it cannot be dimmed.)
- PROJECTOR** - Phil will need a video/data projector to interface with his laptop computer. This should be a late model projector (minimum 1024x768 VGA resolution) bright enough to be seen on the screen without dimming the room lights. The projector should be positioned on an A/V cart aimed at the screen, and have an electrified power strip running to it.
- SOUND** - Please provide a patch cord from the AV cart to the house sound system (or mixing board) wired with a mini plug adapter so that the entire audience may hear clear sound from Philly D’s laptop.
- LIGHTS** - The room needs to be fully lit to maintain a high energy level by the audience. Make certain, however, that direct light is not reflected upon the screen. Light the stage from end to end.

### OTHER THINGS TO THINK ABOUT:

- Contact local media (TV & radio) and encourage them to cover your “positive” event.**
- Taking photos or video? You must provide Philly D with a copy.
- Will encourage teachers to arrive with, and sit amongst their respective class. This way, teachers take responsibility for their students’ behaviour.

*UNIQUE. LIKE YOU.*