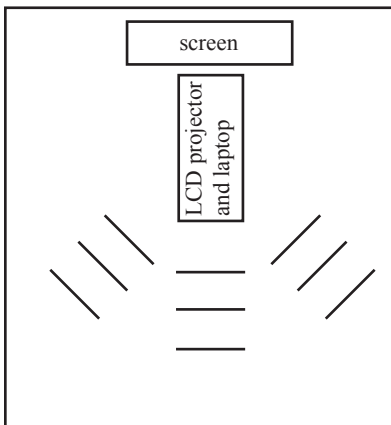


# Thank You for Hiring Tim Austin

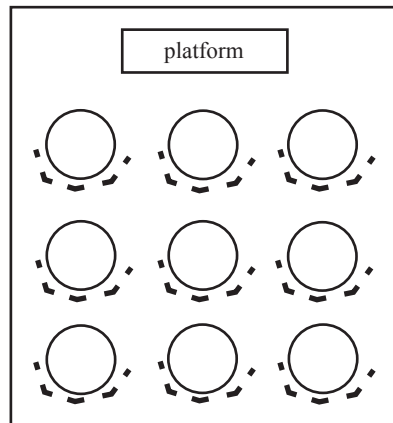
At Austin Building Company we are serious about our responsibility to serve you well and insure that you get great return on your investment. To better serve you, we ask that you read the following and help us help you.

1. Please provide a cordless, hand-held microphone or lavalier. If cordless equipment is not available, please provide a cord of sufficient length to move through the audience during workshops or around the stage during speeches.
2. Please provide a white board, dry erase markers, viewing screen for the presentation and a back up laptop and projector. Tim will be using a Power Point presentation on a laptop and projector provided by him.
3. Please take a moment to review Tim's introduction before the actual intro. Please read all of the content that is included.
4. Please provide cold bottled water and hot tea.
5. Please schedule Tim's presentation during a "fun" portion of the meeting. While sad announcements are important, please slot Tim before sad, heavy or shocking news is announced if possible.
6. Please, no smoking during Tim's presentation.
7. Please save the cocktail hour, happy hour and social beverage service for after Tim's presentation.
8. Please insure that the front rows are occupied by having out the number of chairs to match the number of people expected at the event. Please leave extra chairs stacked in the back of the room to be put out as needed.
9. Please insure that doors open and close quietly and place door stops or door attendants appropriately so that the doors will not become a distraction.
10. Please set up coffee, beverages, snacks, desserts, and food service outside the meeting room when possible. For after-meal presentations, please ask servers to clear tables and clean-up after the presentation.
11. Please arrange chairs by one of the following arrangements:
  - a. if the room is rectangular please arrange for Tim to speak near the middle of the long side.
  - b. set screen with 6' table for laptop and LCD projector in front.
  - c. set chairs with plenty of leg room and 6" space between chairs
  - d. arrange chairs by one of the following layouts:

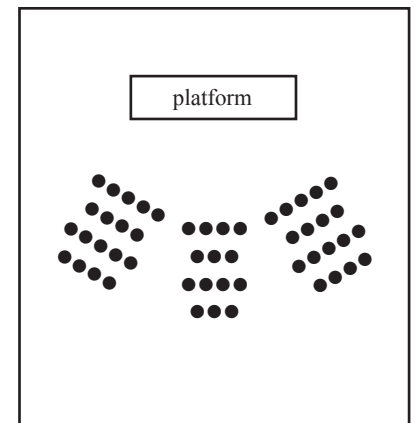
## For Workshops



5 or 6 chairs per table in crescent shape



## For Keynote Speeches



12. Tim enjoys meeting as many members of the audience as possible. He will attend social events if invited or requested, but please don't make arrangements that require him to be out late at night.
13. Please set up two 6' tables at front corner of room for Tim's books, tapes, CDs, workbooks and educational materials.
14. Austin Building Company wants to present a first-rate program. Following these tips will help ensure that you get the absolute best!