



RENÉ RODRIGUEZ
Best-selling Author / Keynote Speaker

ENGAGE SET-UP GUIDE

RENÉ RODRIGUEZ

CEO / Keynote Speaker

WELCOME

This guide is designed to make preparation for your event to go as smoothly as possible.

In this guide you will find information for:

- What to expect from René
- Media Assets - Headshots, Videos, and Bio's
- Rene's speaker introduction
- Room set-up instructions and examples
- Nametag instructions and template
- Materials needed prior to the event, we suggest as a part of your communication, that you include a link to my speaker video. It gives a short introduction to me and my style of speaking.

You can find that video at: www.MeetRene.com

We are always here to help so please give us a call if you have any questions or need anything.

We look forward to making this a successful event!

Sincerely,



RENÉ RODRIGUEZ

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ROOM SETUPS

Our goal is to create a fun and engaging event that fosters teamwork and participation. To achieve the best results, we have found certain room set up configurations to be more affective. In your event preparation meeting with Rene, he will give more guidance as to which set up will be best for your audience and objectives.

Here are some guidelines to follow with supporting images in the pages to follow.

Half Circle: 50 people or less

For workshop type events that are less than 50 people, we require the "Half Circle" set-up with no tables. Instructions for this set up can be found on the page entitled "Half Circle Setup Diagram".

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HALF CIRCLE

Workshop set-up is important for success.

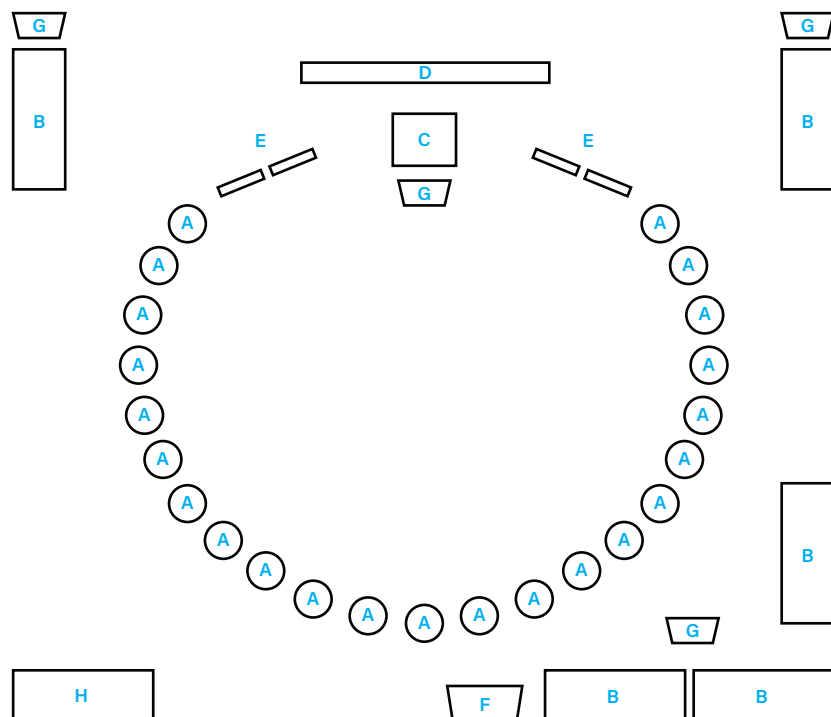
Please call or email [Jenny Salimi](mailto:jenny@meetrene.com) at (303) 888-6288 or jenny@meetrene.com with questions regarding this diagram.

- **Chairs** – enough for participants placed in open circle or U-Shape facing screen. Two additional chairs in the front for presenters. Extra chairs available in the back or sides
- **Tables in Front or sides** – Two 3' x 6' tables near front of the room for event materials
- **Computer Table** – One 6' table at the opening to the U or circle for projector and/or computer and presenter materials

- **Screen, LCD Projector & HDMI Cord** if projector is needed. Extension cord and duct tape, if necessary.
- **Easels** – 4 hard back easels with trays for markers. See easel pads and Markers page for details.
3M Post-it – 4 large size Easel Pads (559) preferred. If none available, please add masking tape
Mr. Sketch Markers – 5 boxes
- **Break Tables** – 3' x 6' tables for refreshments placed out of traffic area and near door, if possible.
- Large wastebaskets near break tables
- Small wastebaskets under front tables
- One table for Registration, **Name Tags, Sign In Sheets,** and additional materials
- **Other** – Clock and lots of water

LEGEND:

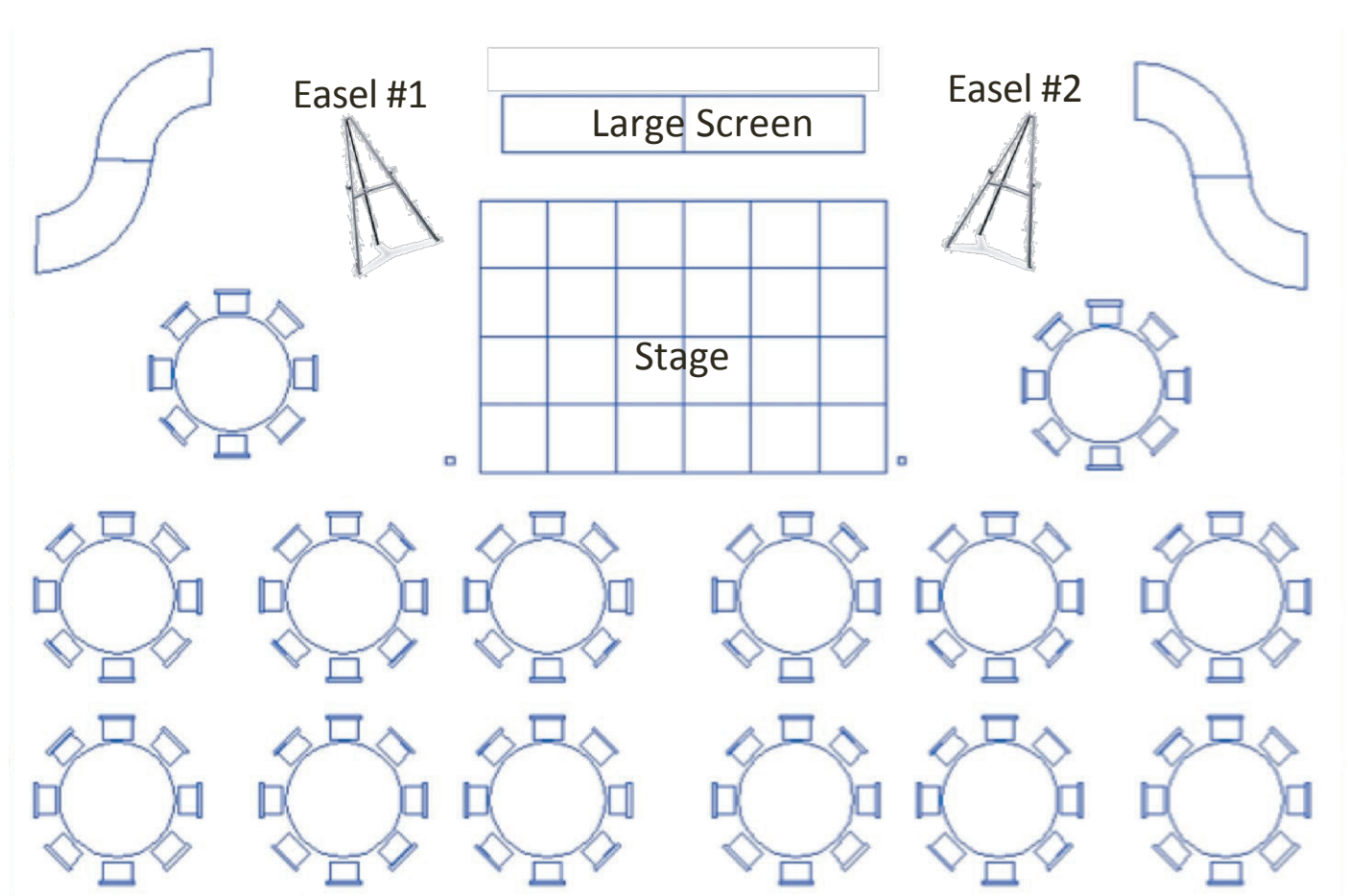
- A Chairs
- B 3x6 Table (5)
- C Small Projector Table (1)
- D Screen (1)
- E Easels
- F Large Wastebasket (1)
- G Small wastebasket (4)
- H Registration table (1)



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TABLE ROUNDS

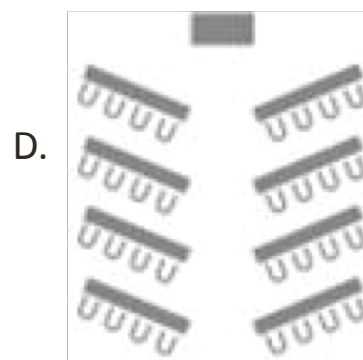
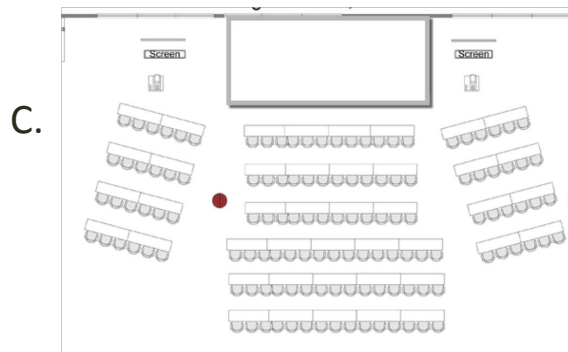
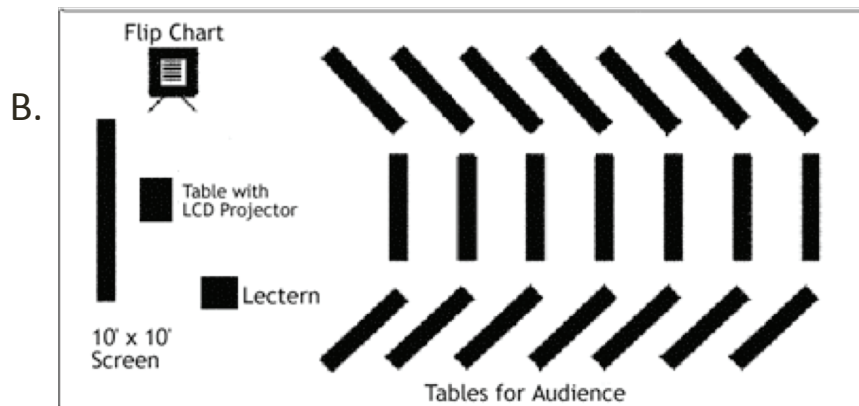
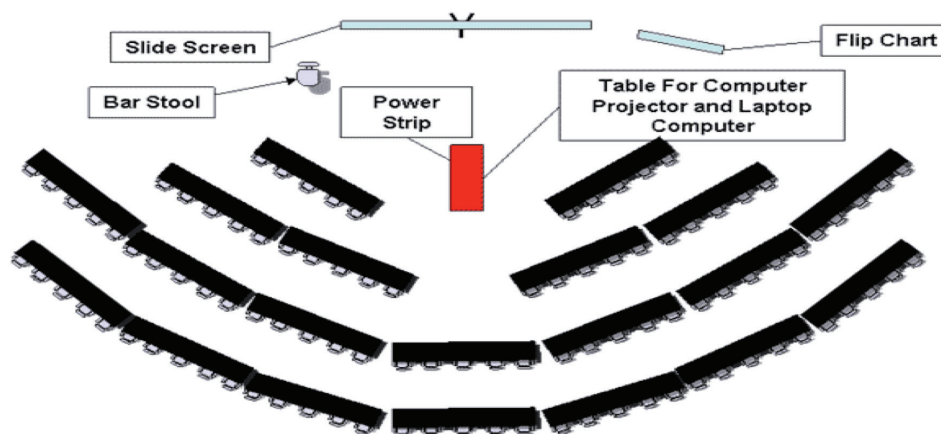


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CHEVRON SEATING

There are several very effective Chevron seating arrangements depending on the size of the group and room limitations.



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EXAMPLE SEATING



TABLE ROUNDS

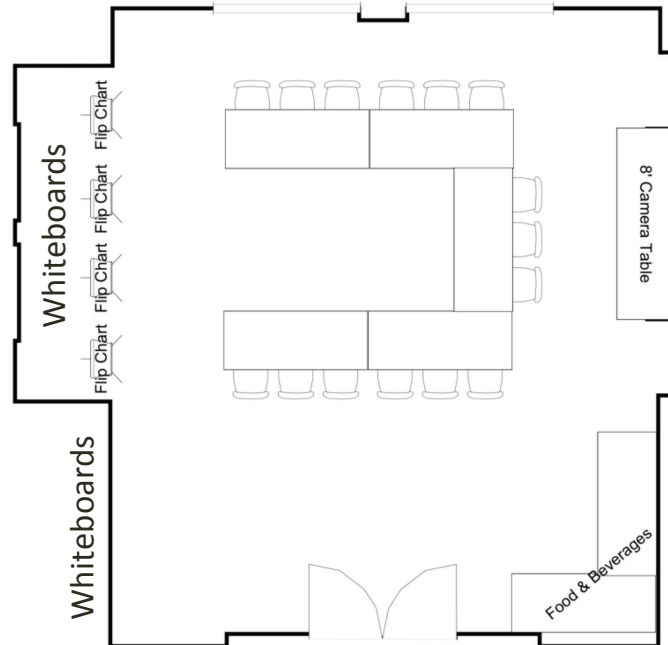


CHEVRON

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HORSESHOE SETUP



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HALF CIRCLE EXAMPLES



**GROUP OF APPROX.
40 PEOPLE**



**GROUP OF APPROX.
20 PEOPLE**

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NAMETAGS

"A person's name is to him or her the sweetest and most important sound in any language." – Dale Carnegie.

As stated in Dale Carnegie's quote, people's names are very important. We also know that using people's name speeds the trust building process which is why we take nametags very seriously. Below, you will see a template for the nametags we will use for this workshop. Please follow it exactly. The goal is to be able to read someone's name from 10 feet away. This not only helps the facilitator but it also helps those in attendance that may not be familiar with people's names.

NO →



YES



Please note: Name tags should be hung around the neck (see double string lanyard below for example). Please do not stick onto clothing. Must be visible at all times to the presenter.



Font: Arial or Helvetica

Lanyard Clip Link

Sizes: Name - 80 | Last - 40 | Role - 16 | Department or Location - 14

<https://amzn.to/3PEXYYZ>

Download link to Nametag Template

<https://bit.ly/3IEvnAp>

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EASEL PADS AND MARKERS



Post-it SUPERSTICKY EASELPAD
TABLEAU À FEUILLES MOBILES SUPERCOLLANTES
SUPERADHESIVAS BLOC DE HOJAS REPOSICIONABLES

3M

Less than 20
- 2 pads & 2 boxes

More than 20
- 4 pads & 4 boxes



12 SKETCH MARKERS
12 SCENTED MARKERS
KEEP YOUR IMAGINATION!



Make sure they have easel stands too 😊

[Amazon Link to Mr. Sketch Markers](https://amzn.to/3wIPF2f)
<https://amzn.to/3wIPF2f>

[Amazon Link to Easel Pads](https://amzn.to/3yWx8kc)
<https://amzn.to/3yWx8kc>

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