

# REQUIREMENTS

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## Audio / Stage Requirements

Our goal is to make your event the ultimate experience for your audience. In order to ensure this, Robert requests the following audio/visual set-up:

- A Countryman style microphone or ability to plug in his AKG headset
- Long-range slide clicker
- A/V projector with HDMI port
- Confidence monitor that shows next screen and current screen
- Please be sure that each participant has a blank paper or a notebook and a writing implement.
- For audiences with over 300 people, wireless handheld microphones with a microphone runner if there will be Q&A.



Unless we are informed otherwise, visuals are prepared in the 16x9 Format.

# Room Setup

An effective room set-up is important to the overall success of any event. The following are suggestions to enhance the audience's experience:

- If possible, Robert likes to connect with the participants by walking into the audience, regardless of audience size. Therefore, an easy path off the stage is helpful.
- Prior to his speech, it is advisable that Robert test the room for audio feedback/hotspots as well as lighting throughout the room.
- A wide room set-up is preferred to a long room set-up. In other words, in a rectangular meeting room, place your stage in the middle of the long wall so the crowd is evenly divided between left and right.
- Please make sure water is easily accessible.

# Travel requirements

## Hotel Room Requirements

- Two queen sized beds.
- Non-smoking
- Non-Handicap
- Away from ice machine
- Close to elevators

## Air Travel Requirements

- Business Class
- American Airlines (Preferred)

## Meal Requirements (if there are meal meetings)

- Breakfast - Avocado and eggs
- Lunch - Salmon or Tuna with Salad
- Dinner - Fish or Gluten-free vegetarian meal

## Audience Intro

Robert Richman is the author of the Culture Blueprint a systematic guide to building the high-performance workplace. He was a manager and culture strategist at Zappos.com and co-founded Zappos Insights, an innovative program focused on educating companies on the secrets behind its game-changing employee culture. He took Zappos Insights from an idea to a multimillion dollar business line. Robert has spoken to and consulted for Google, Toyota, Eli Lilly, Whole Foods, Intuit and many other companies. He developed the Xpill, a pill and process that helps people break through their own blocks and access the power of the unconscious mind. He's also a big fan of Improv comedy, the Muppets, and exceptional coffee.