

# Adam Fletcher

## Engage The World!

### Guide for Hosting Adam Fletcher

#### Lodging

When making lodging arrangements, arrangements in a safe location and close to the venue is preferred, ideally with a "clean hoot" policy, which means that it is pornography free. *Adam prefers staying at a bed and breakfast.* Adam also requests that the entirety of his lodging expenses be paid in advance. If Adam arranges the lodging, your local recommendations are welcome.

#### Transportation

When available, Adam requests his hosts to make all flight and travel reservations. He prefers to fly on United Airlines. Transportation can be made by the least expensive means possible, and it should include transportation to and from the airport, air travel, rental car, baggage charges, etc.

#### Meals

Adam can either charge you a per diem rate on meals, be reimbursed for actual expenses, or be treated by his hosts. Adam is frugal and responsible with your money and will do his best to eat modestly.

#### A/V Requirements & Set-up

Adam understands that every venue is different. He will discuss the equipment, resources, and options for room layout with you during the planning process. He prefers that the site host provide the basic presentation equipment; this includes microphones/lavaliere (lapel), projector and screen, and markers and flip chart paper if necessary.

#### Room Set-up & Other Needs

No matter what the audience size, Adam gets audiences to *move*. He will work closely with his audience and needs to be able to move among the participants. Although this may create some logistical issues, all venues have found it to be worth their trouble.

#### Press Interviews

When time and circumstances allow, Adam is willing and able to participate in pre- or post-event interviews with local or national media (print, radio, television, internet, etc.). Advance notice is not necessary; however, it is more beneficial to discuss your desired outcomes before an interview with the press. If requested, Adam can provide materials and can support local organizations in the preparation of press releases for your event.