



Venue Best Practices

Audio

- A wireless lapel (lavalier) or headset mic is required—no handheld mics.
- Audio system should include a receiver, the coach's pack, and the lapel or headset mic.
- Ensure the system allows simultaneous connections for both the mic and the computer (with multiple inputs). If not, please confirm with the coach.
- A Sound/Audio Visual technician should be on-site before the first class to troubleshoot any potential issues.

Visual

- A projector and screen or TV is needed.
- Confirm the type of connection (HDMI, VGA, etc.) for compatibility.

Electrical

- Ensure there are adequate electrical outlets for the coach's laptop, sound system, and projector—typically 4 outlets near the coach's table.
- Check the proximity of outlets—will extension cords be necessary? If so, ensure cords are secured to the floor to avoid tripping hazards.

Cell Signal

- Confirm that the room has good cell signal, as calls are made weekly during BOLD®.

Room Layout

- First Step: Theater-style seating with chairs only.
- Steps 2-6: Round tables for 10 people work best. If the tables are too small for 10, please notify the coach's assistant ASAP so teams can be arranged accordingly.
- Rectangular tables should be wide enough to allow seating along both sides.
- A check-in table should be set up outside the room, with a registration table at the back of the room.
- 1-2 sponsor tables can be placed inside near the registration table or outside near the check-in.
- A small table at the front for the coach's BOLD® materials.



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Scanning/Emailing

- Is it possible to scan and email weekly sheets from the venue? This will streamline the process for the coordinator.

Lunch

- Lunch must be provided on-site—BOLD® sessions have working lunches.
- Boxed lunches (grab-and-go) are preferred.
- Set up lunch tables at the back of the room, with access from both sides to speed up the process during the limited lunch time.

Parking

- Ensure there is adequate parking on-site and confirm whether it is free or paid.
- If possible, avoid metered parking, as it can disrupt students during the day.

Wireless Internet

- Confirm if there is Wi-Fi and provide the password to the coach before the class starts.

Venue Access

- The venue should be open by 8:00 am for audio/video setup and for the BOLD® coordinator to place materials on tables.
- BOLD® ends at 2:30 pm, and we aim to vacate by 3:00 pm.

Training Environment

- Flooring: Hard surfaces may create more noise than carpet, especially when students are moving around.
- Check for any obstacles (pillars, columns, etc.) that could obstruct sightlines.
- Ensure the venue has temperature control for comfort during the session.
- Check for any outside noise disruptions from windows or street noise.
- Confirm the facility has adequate restroom facilities for the number of attendees.
- Ensure the facility has a flip chart or whiteboard with markers for each week. If not, the MC will need to bring them for every BOLD® session.