1. Let's keep time on our side
•Best programs are 60-90 minutes (this doesn't include the time it takes to seat students
•Bill can do an admirable job in 45 minutes, but these are usually "hit or miss"
•Smaller schools can usually go a little bit longer.

2. Make certain the audience is in front of the presenter
•An auditorium is the best place for an assembly
•If we are in a gym, then all the students need to be seated so they are facing the presenter.
•If you can't get all the students on one side – here are some workable solutions.
A.   Bring in chairs to place in front or on the sides of the gym
B.   Have over-flow sit on the floor in front of bleachers

3. Fill the front rows first – Keep students close
•The best assemblies have seniors up front
•Fill venue front to back
•Have staff members assist in making this happen

4. Faculty sits with students
•As the students file in it is best to have faculty members sit with their students
•Engaged faculty creates engaged students
•Standing, huddling, and "policing" students simply creates a distraction
•In the rare occasion where an "issue" arises, Bill will ask for assistance

5. Make sure the audience can hear
•If Bill is driving to your program he will bring his own sound system
•If Bill is flying to your program you will need to provide a sound system: Rent, buy, or borrow. It is so important that Bill has the tools necessary for your students to hear the message.
    •Gymnasium: Best to have an amplifier and two speakers that you have tested in advance.
    •The PA system you use for games is rarely a good option
    •Bill will bring his own mics and music and will plug into your system via two "XLR" inputs.

XLR inputs

6. Projector and Screen
•Please provide a quality projector and screen for the assembly
•Bill will use an ipad to hook into your projector
•Best if we VGA or HDMI access on the stage or on the gym floor
•If the VGA or HDMI access is located in the sound booth or away from the front we can make that work.

7. Follow these steps
•Get the students and staff seated. Bill will have some fun with your students as they are walking in.
•Have a teacher or administrator gain control (quiet) the audience.
•Have a student leader, teacher or administrator introduce Bill
•At the conclusion, have a teacher or administrator dismiss the group

Questions…email: bill@billcordes.com call: 316-680-6207

XLR inputs

XLR inputs