Private Dining Room - Special Events Tech Menu

*All requests, layouts, media, and run of show need to be finalized and delivered to A/V department **72 hours** before your events start time. Testing of Media received after this **72 hour** period is not guaranteed and you run the risk of not having time to make corrections and may be subject to a penalty fee. No further changes can happen once the event has started.*

Audio:

Speakers: Surround Ceiling speakers

Microphones: N/A

Audio Recording: N/A, You would need to provide the equipment needed to record your event.

Video: 1920X1080p "Widescreen". 16:9 Aspect Ratio

Resolution for PPT Presentation, images, and video set to 1920x1080
16:9 Aspect Ratio
Acceptable computer file formats: JPEG, PNG (for logos) MP4, H.264 (for Video)
HD TV Screen
Client Laptop must be HDMI compatible
Acceptable computer file formats: JPEG, H.264 (MP4), and DVD.
Internet connectivity is available through museum Wi-Fi and Ethernet.

Any Video that's part of a presentation should be embedded into the PPT as an MP4, H.264 file. Make sure that when you send the PPT you also send the video.

Any looping PowerPoint's will need the loop engaged with your designated time between slide movement set "for all slides"