Purple Heart Board 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: TV speakers

Microphones: N/A

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

Polycom Conferencing Telephone (w/ loudspeaker broadcast)

Video:

75" 1920x1080 LG monitor
Resolution for PPT Presentation set to 16:9 Aspect Ratio
Windows laptop, HDMI Only. Wireless Keyboard and mouse to use while seated at the table.
Acceptable computer file formats: JPEG, H.264, (MP4), and DVD
Internet connectivity is available through museum Wi-Fi and Ethernet.
Client Laptop must be HDMI compatible

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"

Lighting:

Standard dimmable room lighting

Polycom Conferencing Telephone (w/ loudspeaker broadcast)