

## HOD Library- Special Events Tech Menu

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*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:**

Tannoy Wall Mounted Speakers

#### **Microphones:**

2-Shure-Handheld Wireless Microphones  
40's House Music available.

### **Video: "Widescreen". 16:9 Aspect Ratio**

#### **LED Screen:**

Resolution for PPT Presentation, images, and video set to 16:9 Aspect Ratio.  
Acceptable computer file formats: JPEG, PNG (for logos) MP4, H.264 (for Video).  
Client Laptop needs to be HDMI compatible. Laptop connection available at room entrance.  
Acceptable computer file formats: JPEG, Bitmap, WMV, QuickTime (MP3 + 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"*

**Aver Teleconferencing System:** Computer is setup with Zoom, GoToMeeting, and Skype applications only. Client must provide all login credentials. Can only be used with Museum Computer.

### **Lighting:**

5 presets available within the room.