

AZ/MO- 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:

Ceiling speakers

Microphones:

2-Shure 87 Handheld

1-Samson Over ear Microphone

Microphones: When Using Arizona and Missouri **together**.

4-Shure 87 Handheld

2-Samson Over ear Microphone

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

Audio Playback: 1/8th audio jack.

MP3 player is highly recommended.

The client could also send audio tracks 72hrs ahead of the event and we can load it to an iPod in house.

No Bluetooth due to inconsistent drop outs.

No Streaming Services allowed when connected to Museum Wi-Fi

No Personal phones due to the sensitivity and security issues.

Video: "Widescreen". 16:9 Aspect Ratio

Projection:

When using Arizona and Missouri **together**, projection screening will be on the Missouri Side.

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).

Projector: Christie LWU701i-D Fixed in place, top, front projection.

Client Laptop can be HDMI compatible.

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:

Standard dimmable room lighting

Please note that The National WWII Museum does not provide extension cords, power strips, flip-charts, white boards, dry erasers or writing implements for meeting and events