HOD Classroom- 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:
Yamaha Ceiling Speakers

Microphones:
2-Shure-Handheld Wireless Microphones

Audio Playback: 1/8th audio jack.

40's House Music available. MP3 player is highly recommended if the client is to provide music.

Video: "Widescreen". 16:9 Aspect Ratio

3-70" Samsung Monitors. Ceiling Mounted and Non-Movable
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.
Acceptable computer file formats: JPEG, Bitmap, WMV, QuickTime (MP3 + MP4), and DVD
Internet connectivity is available through museum Wi-Fi and Ethernet.

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.

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:
Room lighting and terrace lighting is non-dimmable.