

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:

Laptop lid remains closed. Turn on TV with remote control.

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"

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