# Stage Door Canteen- Special Events Tech Menu

**Pre-Event Requirements:**

- All media, layout requests, and run-of-show documents must be finalized and submitted to the AV department no later than 72 hours prior to the start of your event.
- Media received post this deadline may not be adequately tested, potentially leading to unaddressed issues and may incur a penalty fee.
- No alterations can be made once the event is in progress.

**Equipment Provision Disclaimer:** The National WWII Museum does not supply the following items for meetings and events: extension cords, power strips, flip-charts, white boards, dry erasers, or writing implements.

**Audio Features:**

- **Mixing Board:** Yamaha LS9
- **Speakers:** Main – Renkus Heinz TRX121T (3 left, 3 right) Fill – Renkus Heinz SGK41 (4 front fill, 6 back fill) Subs – Renkus Heinz BPS15-2k (1 left, 1 right) Monitors – 3 built into stage flooring.
- **Microphones:** 8 Wireless Handheld – Shure UHF-R.  H4 Frequency. (4 beta 87, 2 beta 58). Ability for additional wired microphones as applicable.
- **Audio Recording:** Available in MP3 format.
- **Audio Playback Connections:** An 1/8th audio jack is available. Use of an MP3 player is recommended. No streaming services are permitted when connected to museum Wi-Fi due to security protocols.
- **Restrictions:** No Bluetooth connectivity, no streaming services over Museum Wi-Fi, and no Personal phone use for media is restricted for the same reasons.

**Video and Presentation Tools:**

- **Resolution:** Ensure all visual media is set to 1920x1080p with a 16:9 aspect ratio for compatibility with our systems.
- **Projector:** Christie HD 14K-M, *rear projection.*
- **Screen:** A sizeable 20'w x 12'h flyable screen to display your content.
- **BluRay Player:** Oppo
- **Laptop Requirement:** Client's laptop must support HDMI connectivity.

**Presentation Instructions:**

- Embed all videos into PowerPoint presentations as MP4 or H.264 files, and submit videos alongside the PPT files.
- Looping PowerPoint presentations must be configured with the looping option activated and slide timings preset.

**Lighting System:**

- **Control:** ETC ION
- **Limitations:** The existing stage and house lighting setup cannot be adjusted specifically for events.

**Power Supply:**

- Multiple 120v outlets are available on the main floor, but power requirements must be discussed in advance to ensure proper support.

**External Productions and Performances:**

- **Power:** Additional power needs must be addressed with a licensed electrician, implying extra costs.
- **Bands:** Outside bands are responsible for their own equipment, backline, and staffing.

**Stage Specifications:**

- **Width:** Varied, from 17'10" between Flag Flats to 30'2" inside stage stairs.
- **Depth:** 12'9" from the blackout drapery to the screen, with 15'2" from screen to stage edge.
- **Ceiling Height:** 11'9", accommodating various stage setups.