# **Kushner Restoration Pavilion-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 Configuration:**

- Speakers: 2 EV speakers on stands
- 2 wired microphones with 2 channel mixer
- 40s house music

#### **Visual and Presentation Equipment:**

- **Display:** 55" monitor on a rolling stand.
- Aspect Ratio: All presentations should be formatted to a 16:9 aspect ratio to fit the widescreen display.
- Computer and Controls: A Windows laptop with HDMI connectivity.
- **Supported Formats:** JPEG, H.264 (MP4), PowerPoint.

#### **Connectivity:**

Museum Wi-Fi are provided to support your event's online requirements.

#### **Presentation Instructions:**

- Videos within presentations must be embedded as MP4 or H.264 files, and the original video files should accompany the PowerPoint submission.
- Looping presentations must have the looping function set to your specified timing across all slides.

## Lighting:

• The room offers standard building lighting.