

AZ/MO- 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 Specifications:

- **Speakers:** In-ceiling speakers are available for optimal sound dispersion.
- **Microphones:**
 - (2) Shure 87 Handheld Microphones
 - (1) Samson Over-Ear Microphone
- **Microphones when rooms are combined:**
 - (4) Shure 87 Handheld
 - (2) Samson Over ear Microphone.
- **Audio Recording:** Clients must provide their own recording equipment.
- **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 Specifications:

- **Aspect Ratio:** All presentations and videos should be in 16:9 widescreen format.
- **Projection:**
 - Dual-venue use of Arizona and Missouri results in projection being exclusively on the Missouri side.
 - Presentations, images, and videos should maintain a 16:9 resolution.
 - Acceptable file formats include JPEG and PNG for images; MP4 and H.264 for videos.
- **Projector:** Christie LWU701i-D with fixed top front projection. Compatibility for client laptops via HDMI.

- **Additional Video Formats:** JPEG, Bitmap, WMV, QuickTime (MP3 + MP4), and DVD.
- **Internet:** Connectivity is provided through museum Wi-Fi and a hardwired Ethernet connection.
- **Video in Presentations:** Videos within PowerPoint presentations must be embedded as MP4, H.264 files and accompanied by the PowerPoint file when sent to us.

PowerPoint Presentations:

- Any looping presentations should have the loop function activated and a designated time between slides set consistently across all slides.

Teleconferencing:

- **System:** Aver Teleconferencing System pre-installed with Zoom, GoToMeeting, and Skype.
- **Restrictions:** Only compatible with the museum-provided computer. Clients are responsible for supplying all necessary login credentials.

Lighting:

- The venue is equipped with standard dimmable room lighting.