

# Favrot Auditorium- Special Events Tech Menu

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## 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:** Ceiling speakers
- **Microphones:** 2 Shure 87 handheld microphones and 1 Samson over-ear microphone
- **Recording:** Clients must provide their own recording equipment and operator.
- **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:

- **Projector:** Christie LWU701i-D, a top, front projection, fixed in place.
- **Aspect Ratio:** All presentations and videos should be in 16:9 widescreen format.
- **Projection:** 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.
- **Additional Video Formats:** JPEG, Bitmap, WMV, QuickTime (MP3 + MP4), and DVD.
- **Internet:** Connectivity is provided through museum Wi-Fi
- **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:**

- Standard dimmable room lighting.