

# Kushner Restoration Pavilion- 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:** 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.