

## Private Dining Room - 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 Specifications:

- **Speakers:** ceiling speakers
- **Microphones:** Not available
- **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.
- **Audio Recording:** Clients must provide their own recording equipment.

### Video Specifications:

- **Screen:** A 77" HD TV screen
- **Resolution & Aspect Ratio:** 1920x1080p widescreen format, set to a 16:9 aspect ratio.
- **File Formats:** Presentations and media should be submitted in JPEG, PNG (for logos), MP4, H.264 (for video), and DVD formats.
- **Laptop Connection:** Clients must ensure their laptops are HDMI compatible to interface with the provided screen.

### Connectivity:

- **Internet:** Connectivity is provided through museum Wi-Fi

## **Presentation Requirements:**

- Videos within PowerPoint presentations should be embedded as MP4 or H.264 files. Please provide the videos alongside the PowerPoint file to ensure compatibility.
- For looping presentations, ensure the loop function is activated and the interval between slides is set according to your preference for the entire presentation.