



May 6th Gym Rental

Megan Ulrich <dre@shboone.com>
To: Lori Woodruff <lwoodruff@boone.k12.ia.us>

Fri, Aug 30, 2019 at 12:42 PM

Hi Lori!

This is for a Catholic speaker, Chris Stefanick, to present to the county. Here is a list of things we'd need if you have them. Whatever you don't have we can rent:

- Chairs for floor seating. How many do you have?
- Do you have a stage?
- Microphone (detailed below)
- Projector (detailed below)
- Projector screen (2 if available)
- Speakers (detailed below)

Here is what I copy and pasted from the event guidelines for the Sound/AV equipment his team recommends. Again, we can find or rent whatever you don't have:

AUDIO

- 1 Wireless Handheld Mic with fresh batteries, on a Mic stand (preferably a boom-type Mic stand).
- Sound run from Chris's laptop (a Mac) which uses a standard 8mm headphone jack.
- All appropriate cables and adapters for the above three items to run in to your mixing board. For audio speaker's, a parish's house system will sometimes be sufficient; but, our preference is the following:
- 4 powered speakers with stands (depending on venue size/shape); sometimes, two are sufficient but usually 4 is the right number. It is better to have too much sound than too little.
- o Ideal are "Mackie SRM-450 (1000w, 12")" speakers, or equivalent: these speakers are approximately 26" tall, which is important when considering something equivalent. The input jack on the back must fit a standard XLR Mic cord.
- o Preferably, the speakers will be close to where Chris will be placed: sound coming from a high ceiling does not create an intimate experience!
- 1 orchestra stand (the standard music stands used by most parish choirs or high school bands).

VISUAL

- A screen – or screens (usually at least two) – large enough to be viewed well by everyone in attendance, and powerful enough projector(s) for a bright, clean image with standard VGA or HDMI cables and connections. If your screen(s) are small or your projector(s) dim or too weak to support viewing by everyone with ease when your venue's lights are on, please consider borrowing (or renting) other equipment.
- For interactive purposes, Chris will bring his own laptop (a Mac), and remote clicker. Chris will show static images and video from his laptop. Please have a VGA or HDMI cable long enough to reach from your projector to where his laptop will be. HDMI can plug directly in to Chris's laptop; otherwise, we bring a Mac-port (thunderbolt)-to-VGA adapter to the event.
- Projector and screens should be thoroughly tested with a laptop prior to the event.

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