

Media Info for Conclave

Here is a detailed list of media equipment needed for the Conclave.

Friday PM Trustee Meeting:

- Tabletop Lectern with Microphone, at head table, with audio output amplified into overhead ceiling speaker system.

Friday Evening Dinner/Student Introductions:

- Small Raised Stage, roughly 8 by 8 ft. (minimum) and elevated approximately 18 or 24 inches above floor. Steps with one handrail each for ascending and descending.
- Floor Lectern with Microphone. Lectern does not require a light.
- Hall PA System with adequate coverage so all can hear invocation, announcements, student introductions, etc.

Saturday Morning Orientation Session:

- Floor Lectern with Light and Mounted Wired Microphone. Placed Stage Right or Front of Hall Stage Right.
- Small Material Table, placed left of Lectern for materials and laptop computer, along with secured (taped down) AC extension cable for laptop..
- Projection Screen – Approx. 8 x 12 ft. or larger, suspended near center of hall.
- Video Projection System, with Remote Control for Switchable Inputs from the following devices:
 - VHS Playback Deck with associated Remote Control;
 - DVD Player with associated Remote Control; and
 - Laptop Computer Input (laptop provided by GRSP) with sufficient data cable to operate laptop from the lectern position.
- One Wireless Stick Microphone (Dual Diversity type) mounted on an Adjustable Floor Stand. [Used for D.G. welcomes, talent show rehearsal, etc.]
- Hall Sound System:

- Individual Audio Mixer Inputs to include wiring from: Lectern Wired Microphone, Wireless Handheld Microphone, VHS Player and DVD Player. [Laptop does not require an audio feed.]
 - Amplification needs to provide complete sound coverage of the entire space.
 - Ceiling Speaker system is satisfactory as long as sound coverage is achieved.
- Material Tables:
 - Janis will need two (2) eight foot tables within the meeting space for her materials to distribute.
- GRSP Exhibit Area:
 - Approx. 10 x 10 ft. area for the Savannah exhibit, located outside the meeting area in a reception area etc.

NOTE: A technician is not required to handle the meeting requirements throughout the day; however; one must be available for system setup and testing on Saturday at 7:00 AM.

Saturday Evening Banquet/Student Performance:

- Stage:
 - Approximately 20 by 40 feet at front of hall, elevated 18 to 24 inches and skirted.
 - Two sets of steps, with handrails for ascending and descending, placed Stage Right & Stage Left.
- Floor Lectern with Wired Microphone & Light, placed on Stage at Stage Right.
- Piano with Bench, placed on Stage at Stage Left.
- Three Wireless Stick Microphones (Dual Diversity type) placed in Adjustable Floor Stands.
- Wired or Wireless Piano Microphone with Adjustable Floor Stand, placed next to piano's sound board.
- Operator's Table, skirted & positioned near center of hall and near the wall, equipped with the following:
 - Audio Mixer and Associated Components with the following outputs/inputs:
 - Wired Lectern Microphone
 - Three Wireless Diversity Stick Microphones [Equipped with fresh batteries]
 - Piano Microphone, Wired or Wireless
 - Wired Operator's Microphone (from table position) with Table Stand [On-Off Switch preferred]
 - Dual Stereo Audio Cassette Playback Unit

- Dual Stereo CD Playback Unit [A multi-CD player unit is OK]
- Six Spare Fresh Batteries for Wireless Mics.
- Graphic Equalizer for Mixer Output to Sound System
- Hall Sound System Control of Amplifiers
- Tabletop Work Lamp for Sound Engineer (M. Knestrick)
- Available Tabletop Work Space for Materials
- Hall Sound System:
 - Two Large Column Speakers, mounted on Adjustable Floor Tripods Stands, placed slightly in front of the far corners of the Stage, positioned Stage Right and Stage Left.
 - Two Large Column Speakers, mounted on Adjustable Floor Tripods Stands, placed near the center of the hall, near the outside walls.
 - “Mixed Output Send” to Overhead Ceiling Speaker System with level preset.

NOTE: ALL LOCATIONS – All cables placed on the floor shall be taped securely to the floor to avoid any tripping hazards.