

# Bristol Village Sight & Sound Information for Presenters

Welcome to Bristol Village. To help make your presentation go well, we have prepared the following information for you.



The auditorium is a multi-purpose facility. It can be arranged in a number of different ways.

The lectern can be placed on the stage, or on the floor in front of the stage. It has microphones wired to the room ceiling speakers.

A grand piano is available on the stage. An upright piano is available, and can be placed anywhere on the main floor. An organ is also available.

A presentation station has been designed to accommodate laptop computers. It has a flat top surface, and a power strip. It can be positioned anywhere within 25 feet of the sound booth on the wall to the right of the stage. A cable is available for connecting computers to the large screen projector and room sound system. (Mac users note that a standard HDMI adapter is required for attaching Mac computers to the projector.)

The short platforms shown here can be moved to other locations in the room (for example, against a side wall).

Microphones are available with floor or desk stands. Six wireless microphones are also available. They can be equipped with either a hand held, lavalier, or head set microphone. XLR microphone jacks are available for connecting to the room sound system. Some musical instruments (guitars or keyboards) that have ¼ inch phone jacks can be connected to our sound system by using ¼ inch to XLR adapters. Ceiling microphones are available for use with choirs or musical groups either on the stage or on the floor in front of the stage.



Unless otherwise requested, programs are sent via closed circuit TV to homes within Bristol Village. Video copies of Enrichment Hour programs are placed in the Bristol Village Library for resident use.

Presenters are discouraged from wearing solid white or light colored clothing. Bright clothes can fool the video cameras and cause faces to appear darker than normal.

Please submit a Set Up Request Form at least one week prior to the program.

Please let your Program Coordinator know if you have any questions or special requirements.