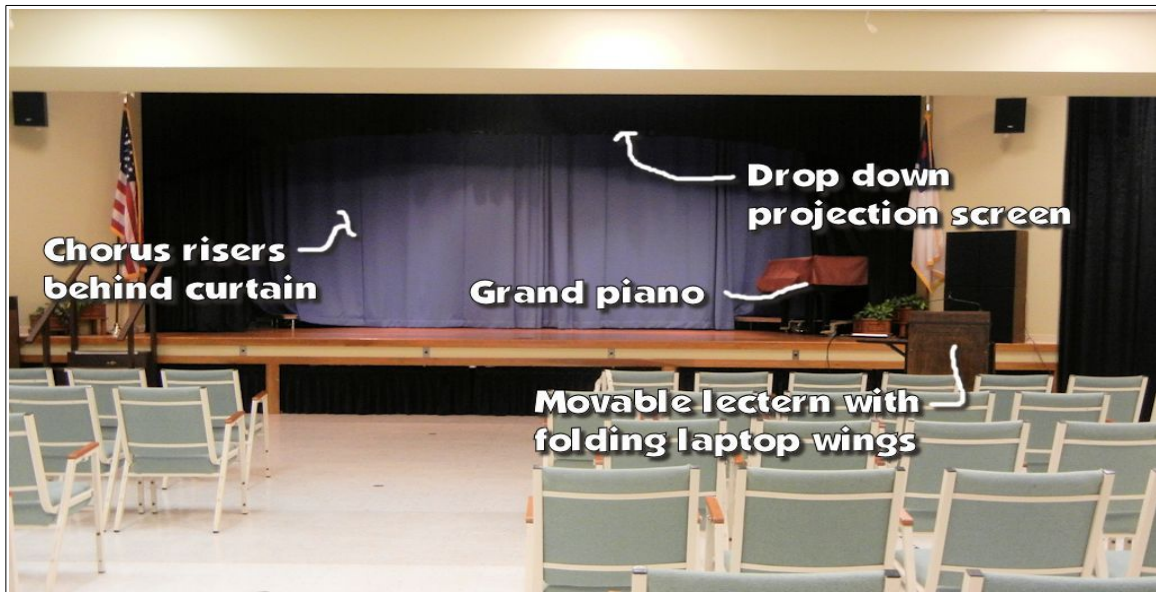


Bristol Village Sight & Sound Information for Presenters

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. Two upright pianos are available, and can be placed anywhere on the main floor. An organ is also available.
- The lectern has been designed to accommodate laptop computers. It has folding wings, and a power strip. For computer use, it can be positioned anywhere within 25 feet of the sound booth on the wall to the right of the stage. PC's connect either through available VGA or HDMI cables. (Mac users note that you must have a VGA adapter or HDMI connector for attaching a Mac computer to the projector.)
- Low platforms can be used when the stage is not desirable. They can be located at different places in the room (for example, against a side wall).
- Microphones are available with floor or desk stands. Four 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. Ceiling microphones are available for use with choirs or musical groups either on the stage or on the floor in front of the stage.
- CD's and DVD's can be played from the Sound Booth. DVD recordings are made for most programs.



Unless otherwise requested, programs are sent via closed circuit TV to homes within Bristol Village. DVD 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.