Audio/Visual Checklist

Thank you for choosing to host your event at the Lizzadro Museum. We are excited to help you coordinate your event. Please indicate what Audio/Visual needs are desired for the event. It is strongly recommended that all equipment and media be tested at least two days prior to the event to ensure compatibility. This can be done during your walk through and set-up plans.

Sound Equipment	Check a box to indicate your request
Microphone	☐ Lavaliere ☐ Handheld
Background music (3.5 mm jack)	☐ Throughout museum (evening only) ☐ Lecture Hall ☐Exhibit Space (evening only)
Podium	☐ If selected, indicate where the podium should be set up. _____

The Lizzadro Museum has a Windows computer available for events with advanced notice. Any presentation materials should be emailed to the AV Specialist at educator@lizzadromuseum.org or uploaded to our site **by 12 PM, two business days prior** to the event. **The Lizzadro Museum cannot create or edit content for your event.**

Presentation Equipment	Check a box to indicate your request
Computer? **	☐ Lizzadro Museum Computer ☐ Personal Computer
Wi-fi Connection Requested?	☐ Yes ☐ No
Audio Required?	☐ If selected, all equipment used must be compatible with standard HDMI cables. It is the Event Sponsor's responsibility to provide any necessary adapters.
Any other equipment?	_____

****NOTE FOR PERSONAL COMPUTER USE:**
If the Event Sponsor is providing a personal computer, an appointment with the AV Specialist **IS REQUIRED** no later than **two business days prior to the event**. At that time, the AV Specialist will set up your computer for any Wi-fi needs and ensure compatibility with museum AV inputs. If the computer does not have a standard HDMI output, it is the Event Sponsor's responsibility to provide any adapters.

If testing is not completed with final versions of equipment and media **at least two days prior to your event**, the museum cannot guarantee equipment access or functionality.

The Lizzadro Museum cannot be held responsible for compatibility issues.

Schedule your appointment with the AV Specialist. Email: educator@lizzadromuseum.org