

Lizzadro Museum Audio/Visual Checklist

Thank you for choosing to host your event at the Lizzadro Museum. We are excited to help coordinate your event to maximize our facilities for your needs. Please indicate what Audio/Visual needs are required for the event. It is strongly recommended for all equipment to be set up at least one day prior to the event to ensure compatibility. This can be done during your walk through and set-up plans.

SOUND EQUIPMENT	INDICATE YES OR NO
Microphone (lavalier or handheld available)	
Background music (mp3 hook up) Indicate if required throughout Museum or only in select locations (lecture hall, exhibits, etc.)	
Podium Indicate location of podium during set-up	

The Lizzadro Museum has a PC computer available for events with advanced notice. Data should be emailed to the AV Specialist at educator@lizzadromuseum.org no later than 48 hours before the event. A USB Flash Drive may be brought as a backup on the day of the event. **The Lizzadro Museum is not responsible for content creation.**

PRESENTATION EQUIPMENT	INDICATE YES OR NO
Computer** Indicate if the Event Sponsor will be providing a computer or if the in-house computer is sufficient	
Wi-fi required	
Audio required All equipment must be compatible with standard HDMI cables. It is the Event Sponsor’s responsibility to provide the correct adaptor for standard HDMI	
Any other equipment (DVD player, CD player, etc.) indicate here	

****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 24 hours before the event. At that time, the AV Specialist will set up the computer for any Wi-fi needs and ensure compatibility with AV sources. If the computer does not have standard HDMI outlets, it is the Event Sponsor’s responsibility to provide the correct adaptors.

The Lizzadro Museum cannot be held responsible for compatibility issues.

To schedule your appointment with the AV Specialist email: educator@lizzadromuseum.org