

Projection and Sound in Main Hall of Community Centre

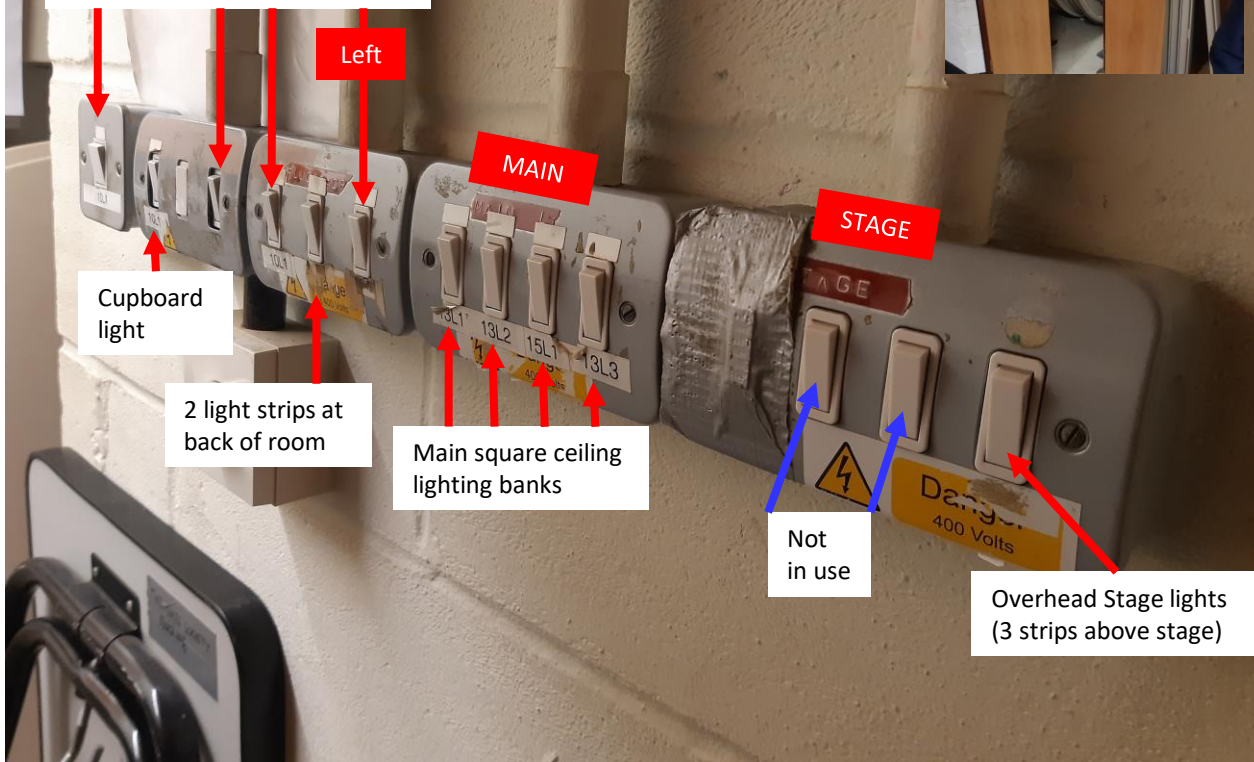
(Please see separate instructions for using the resident PA system in the Community Centre and/or the guidance document on using the portable PA system owned by u3a)

Guidance Notes:

- a) Please let the person who will be responsible (on the day for any presentation) know in advance what audio-visual resources will be needed for any presentation. Normally the following would be made available
 - a) Data projector using large screen. (The screen lowers electrically from the ceiling)
 - b) Sound system including
 - a) Lapel or headset mounted wireless microphone for presenter
 - b) Handheld microphone
 - c) Input to sound system to soundtrack from any video
 - d) Control of overhead lighting
 - e) LED pointer (and automatic slide controller for PowerPoint if needed)
- b) Use remote control to automatically lower the projection screen above the stage. (The screen remote should always be returned to its holder. This holder is located just inside the second door to the right when exiting from the main hall via the exit going into the back of the kitchen)
- c) Place a table in front of the screen making sure that it does not block access for anyone present. (This table will be used for the projector)
- d) Run a mains cable to the projector table. Please note:
 - a) Power sockets can be found behind the stage curtain on the left-hand side when facing the stage.
 - b) Please use an RCD device (if one is available) between the mains wall socket and mains extension cable.
 - c) Run the mains cable under, or at, the side of the stage so that it is not a trip hazard. Also ensure cable protectors are fitted over the mains cable where it is an area that people can walk in
 - d) If the presenter has their own PC then this may need to be connected for audio and video. If the presenter does not have their own PC then they should be asked to provide a copy on a memory stick. (Typically a PowerPoint or video file). A computer will need to be made available which can run the presentation
 - e) (If needed then use a 4-way distribution board on the projector table)
 - f) The projector table may need to be moved backwards until the projected picture is large and high enough. Again make sure there are no trip hazards.
 - g) Make sure that the presenter stands to one side of the screen so that they do not have to look directly into the projector
 - h) If the room needs to be darkened to see the screen then the front row of lights above the screen can be switched off. See next page – switch 13L1 controls this bank of lights
 - i) Use either the 'resident' PA system in the hall or the portable PA system. (Please see separate documents on how to use these two PA systems).
 - j) Provide the presenter with either the 'headset' or 'lapel' wireless microphone
 - k) A second hand-held (and ideally wireless) microphone should also be made available for the host and for questions
 - l) If video sound is needed then plug an audio cable from the computer to the PA system. (Typically PCs use a stereo 3.5mm jack plug to go into the PC and then either a single or double 6.25mm mono jack plugs to go into a sound mixer)
 - m) Ideally place the PA Loud-speaker (if using the portable PA) forward of the person presenting – so as to help reduce acoustic feedback
 - n) Please make an led pointer available if the presenter would like one. Obviously the pointer should only be shone on the screen and never on a person

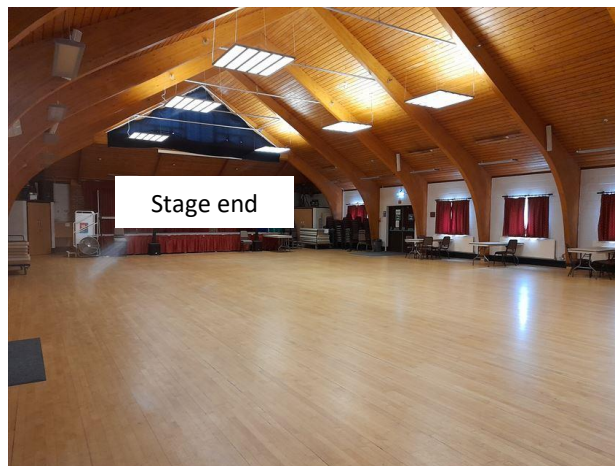
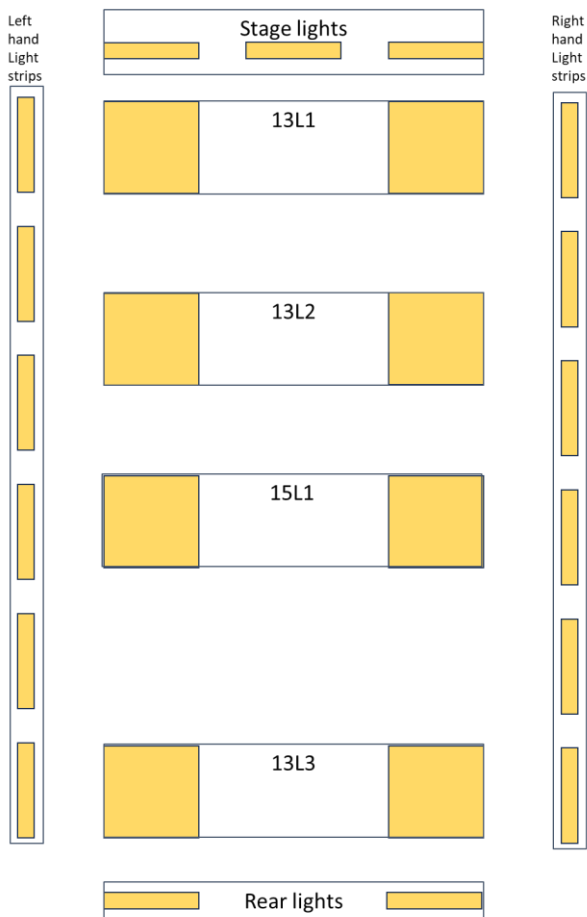
Community Centre Main Hall Ceiling Lights.
Cupboard at back of hall. Switches are on
your right inside cupboard

Light strips down each side of
the hall. (2 switches per side
which control alternate banks)



Left
hand
Light
strips

Right
hand
Light
strips



General layout for audio-visual presentation – can use either portable or resident PA system

