

AUDIO VISUAL SOLUTIONS

REQUIREMENTS

4 hours set up access

GUEST NOS.

Up to 250 guests



One Day Event: £5,200 plus VAT (technicians up to 12 hours on site)

Includes all equipment listed and three AV Technicians on site throughout the event. Please note that an additional charge will apply if set-up is required the day or evening prior.

Set Option One: Single Screen in 16:9 ratio (widescreen)

Grey felt set panels with 1 main screen either:

6.75ft high x 12ft wide (2.06m x 3.66m)

Or

5.67ft high x 10ft wide (1.72m x 3.05m)

Set Option Two: Dual Screen in 16:9 ratio

Grey felt set panels with 2 main screens 6ft high x 8ft wide (1.83m x 2.44m)

Please note that the equipment used, size of your stage and configuration of your screen(s) is dependent on the room dimensions and layout – we can accommodate most requests and shall advise on the best format for you.

Pre-Event Support: £250 plus VAT per day

Includes: One 8-hour day for pre-event presentation slide design and/or re-formatting including video editing.

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EQUIPMENT FOR YOUR EVENT – suitable for 200 guests

Set & Stage

- Grey felt set panels
- Choice of Single Screen in 16:9 ratio (widescreen) OR Dual Screens in 4:3 ratio each screen
- 12 x Black staging blocks, combination of 20/30cm & 45cm height
- We can accommodate one/two 6m x 2m stages, or one 8m x 3m stage
- 2 x Truss lecterns

Audio

- PA system (4 speakers, digital sound desk, amp)
- 6 Way system (2 x handheld, 4 x lapel, 1 x lectern microphones)

Video

- Short throw rear projector & LENS
- 3 x conference laptops
- Presentation 'clicker' & remote receiver
- 46" Floor standing LCD comfort monitor
- 2 x 55" or 2 x 65" Plasma screens with stands

Lighting

- 12 x rechargeable wireless LED can lights (multiple colours available)

LOGISTICS GUIDELINES

Min Possible Set Size

2.25m high x 3.95m wide x 3m deep (no staging blocks)

Standard Set Size

3.24m high x 6.24m wide x 6m deep (stage size 6m x 2m with set panels)

Max Possible Set Size

3.24m high x 8.24m wide x 7m deep (stage size 8m x 3m with set panels)

Set Up Times – approx. 3 hours including unloading

2 hours once all the equipment has been unloaded into the room – please note additional time is needed should you require rehearsals.

Graphics Panels (if required)

2 weeks minimum lead time is needed to generate artwork and print branded panels for your set



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HELPFUL GUIDELINES

PRESENTERS' MATERIALS GUIDELINES

Our single large main screen is in a 16:9 ratio, or alternatively we offer a dual screen option in 4:3 ratio.

We provide conference laptops to run all the presentations from and so we ask for a draft version of all slides and videos 7 days before the event for compatibility testing, to ensure that the materials will all display properly. Then the final versions can be sent over to us 24-48 hours prior to the event.

MUSIC

Also included in our AV price is Music, Sound Effects and Presenter Stings.

Themed music for the event and awards will be edited and supplied by us, based on your requested tracks and our suggestions. We carry a stock of edited tracks for you to choose from – you can choose these on the day of the event or simply allow us to select those most appropriate.

Any specific requests not in our catalogue will need to be finalised at least 2 weeks prior please.

