

New Requirement for Booking Sound & Vision Facilities

This document is to clarify the situation regarding the need to book sound & vision equipment for a meeting. If you are a Group Leader or book external speakers you need to read this.

If the equipment you require is stored at St Cuthbert's you do **NOT** need to complete a form to book it in advance. This equipment will **NOT** be set up by members of the sound & vision team and users should set it up themselves before their meeting. It is suggested that each group should have at least two people who are able to do this. If your group need training please contact a member of the committee. It is recommended that presenters have a copy of their presentation on a USB Memory Stick/Pen Drive that can be used with our laptops and projector. In the past there have been occasions when someone's personal laptop would not work properly on the day, but the situation was retrieved by using one of ours.

Please bear in mind that if you intend to connect to the Internet to show You Tube videos or similar as part of your presentation you may be disappointed. Wi-Fi connections can't be guaranteed to work all the time. It is recommended that you have an alternate plan for such eventualities.

The following items are stored at St Cuthbert's (NO NEED TO BOOK THEM IN ADVANCE)

- **Two projectors** - Original Sanyo in a black canvas case, new Epson one also in a black canvas case
- **One laptop computer** - Samsung windows 10 (also known as the Admin Computer) used with a projector for Power Point and other types of presentations.
- **PA System** - This is an ION Block Rocker single speaker combined amplifier and speaker. It is on wheels for transport but is still just about small enough to fit on a shelf in the cupboard at St Cuthbert's. It needs to be used with wireless microphones as below.
- **KAM 2** plastic case containing a wireless microphone system with one handheld microphone and one clip-on microphone with belt-pack
- **Music System** - Bose sound system - This is a self-contained amplifier and twin speakers system recently purchased for the music groups. It can play music from various wired inputs or its on-board CD player or via a Bluetooth link to a laptop or other devices like smartphones, tablets or iPads

The following items are stored by the Sound & Vision Team (YOU NEED TO BOOK IN ADVANCE)

To use these you need to complete a "Sound & Vision Booking Form" available to download via the links on the "Welcome" page of the website.

- Yamaha Twin Speaker PA System with speaker stands
- KAM 1 wireless microphone system with one handheld microphone and one clip-on microphone with belt-pack
- One wired microphone with associated cable
- Two microphone stands
- Various cables and connectors for using with the PA system, laptop and projector
- One Lenovo windows 10 laptop in carrying case.

These items have to be transported to a venue and set up and operated by the S&V team you are only likely to need these if you are arranging a meeting for over forty people and it is NOT at Fulwood Free Methodist.

Since our move to Fulwood Free Methodist for monthly meetings we will not be using our own S&V equipment because this is available on-site. If you book a speaker, they can use their own laptop or bring any required presentation files on a USB memory stick. Because of the complex nature of the S&V equipment, you will need to book the S&V team to set up a laptop to work with the projector. If you need to use the U3A laptop it needs to be booked in advance.