

Sound & Vision Equipment Booking Form
Last updated 20th September 2021

To be completed by anyone who books a speaker for a U3A event. For help with completing the form see Page 2.

This form is for completing when arranging a speaker or requiring audio visual equipment for a meeting or Event. It should then be returned to the Sound & Vision Equipment Co-ordinator.

NOTE: These forms need to be completed and submitted as soon as possible, but not later than a month before the meeting. This will give time to arrange equipment and personnel to be available. There are limits on the equipment available and on Volunteers time. Microphones are limited to the ones in the table below.

U3A Organisers Name:
Telephone Number:
Email address:

Date of Meeting:	Event Title:		
Time:	Venue:		
If you intend to use your own, or equipment normally stored at St Cuthbert's only complete the section above, and email to Sound & Vision Coordinator (Betty Stevens).			
If you need to book the Main PA System (Large Yamaha with Speaker stands) complete the sections below, as this needs to be setup by the S&V Team			
Types of Equipment	Required	U3A to Provide	Presenter to Provide
PA System	Yes / No		
One Wired Microphone with stand	Yes / No		
One Wireless Handheld Microphone	Yes / No		
One Wireless Tie Clip Microphone	Yes / No		
Projector & Mounted Screen	Yes / No		
Laptop & Cable to connect to Projector	Yes / No		
If needing a laptop what presentation software is needed? e.g. PowerPoint			
Any other equipment to be provided by U3A e.g. Lectern.			

Please complete this form and Email to Betty Stevens – Sound & Vision Co-ordinator. For security reasons her address is not publicly viewable. If you don't know it, you need to email her via the contact page of the Preston and District U3A web site to advise her that you have a form. She will then email you back with her contact details.

Advice for Booking Sound & Vision Facilities

EQUIPMENT STORED AT ST CUTHBERT'S

If the equipment you require is stored at St Cuthbert's, for a group meeting you do **NOT** need to complete a form to book it in advance. **The exception being if it is an EVENT, you will then need to complete a S&V form.** 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 needs training, please contact the S&V Coordinator.

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 the U3A Laptops.

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)

- Epson 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.
- **Small PA System (silver and white)** - 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 with twin speakers. The system was originally 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 at St Cuthbert's: (they need to be booked at least one month in advance). You also need to Complete and email page 1 of this document to the S&V Coordinator.

- 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