

ELIOT INSTITUTE

Audio Visual Manual - 2024

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If you see anything that needs to be corrected or clarified, please let Janelle Durham know, by emailing janelled@live.com. (Feel free to send photos that clearly illustrate the situation, as needed.) If you have questions at camp, it's OK to text Janelle to ask! 425-466-1570.

Additional Resource

This document is a technical How-To Manual of how equipment works. It is *essential* that you also **review the AV Coordinator Job Description** (on [Eliot website](#)). It covers all the helpful info about how to do the job of AV coordinator, such as communicating with key staff members before camp, communicating with campers during camp, and coordinating plans for various events.

Before Camp

Plan for Equipment

Some AV coordinators find it easiest to have everyone send them content (e.g. slides, video) and then use their own equipment to project from. That allows them to preview all the materials and test it all on familiar equipment to ensure the event goes smoothly. If this is your preference, see the following steps

Some AV coordinators allow worship leaders, the speaker, talent show participants and so on to bring their own devices to plug into the system to run their own content. If you will do this, add this to the pre-camp newsletter: "To play music or other stand-alone audio from any device, the device can connect to the Seabeck system using Bluetooth, Apple Air Play a 3.5mm headphone jack or RCA cable. To project video or images, your device can connect using HDMI, VGA or ApplePlay. *Please work with the A/V coordinator the day before your event* to ensure the technology will work correctly."

Set Up Plan for Content

How can staff and campers submit content to you (e.g. audio files, YouTube video links, PowerPoints)? Dropbox? Google Drive? By email? Set up the system that works best for you, that you *also* believe will be workable for non tech-minded folks to use effectively. Communicate clearly in newsletters and announcements how they should submit things and when. (As far in advance as possible!)

Do some advance organization to make things easier. For example, in a google drive, you could create folders for in-gathering, worship and program, and then create sub-folders for each day of camp.

Set Up Laptop and Pack Supplies

- Create a guest account so you can loan your laptop to others and not lock them out.
- Install Google Drive app and make all the folders you care about "Sync Offline" so your laptop can sync seamlessly without intervention.
- Disable screen saver and screen sleep.
- Use black wallpaper so it's not distracting or blinding people on stage when nothing is projected.
- We prefer "extended desktop" rather than "screen mirroring" so the projector view is clean, but it is harder for the less technically-savvy to drag apps between the laptop and projector

Although camp should have the required items available, you may choose to bring backup equipment, if you have it. Put labels on them all so they go home with you. For example:

- Label maker or masking tape & sharpie; Black gaffer tape
- Battery tester and extra batteries
- A few screwdrivers: suggested medium size Phillips + tiny Phillips jeweler's screwdriver
- USB drives; Extra HDMI cables, adapters, and charging cables for various devices; Mini-speaker

Arrival at Camp - Gathering Supplies

Plan to spend a few hours on the first day picking up everything, learning how all the systems work and testing everything. (You'll also need to go to staff meeting. See notes in the job description about what to check in about at the meeting.) Some tasks can be done before the meeting and some between it and dinner. There's a lot of equipment and some of it is heavy, so recruit a helper and use your car or the golf cart to transport everything. Items can be stored in the meeting house in the closet behind the AV booth.

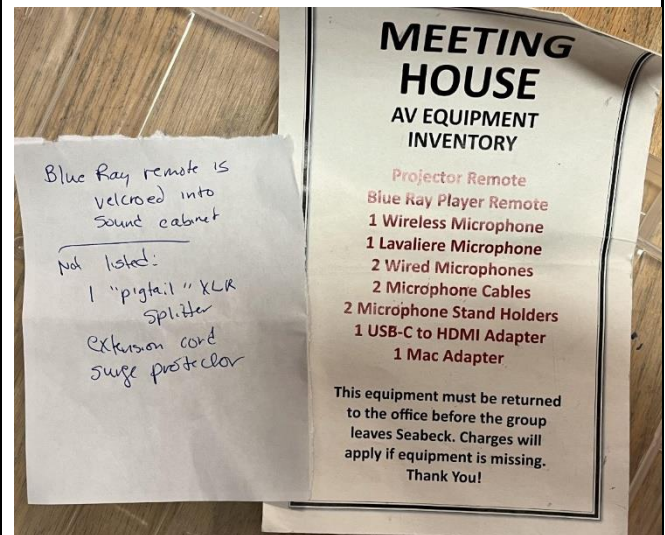
Get Seabeck AV bins

Go to the Seabeck office. Ask for the AV equipment that is on the shelves in the back of the office. You *may* want the bins for the Meeting House, Juniper, Pines, and Colman. There is also an assisted audio system (for the hard of hearing) that you can request. (Optional)

Bins (see below for contents of Juniper/Pines bins)



Contents of Meeting House Bin




Get AV from Eliot closet (Colman)

Talk with the keeper of the closet to get the AV bin #30, the small container of sound system accessories, the case of wireless mics, bags of mic stands* and the Fender portable PA*, if needed.
(*Heavy!)


Bin 30 contents:

3 microphones
1 mic cord
1 piano light
1 clip on light
batteries
battery charger
battery tester
HDMI cable

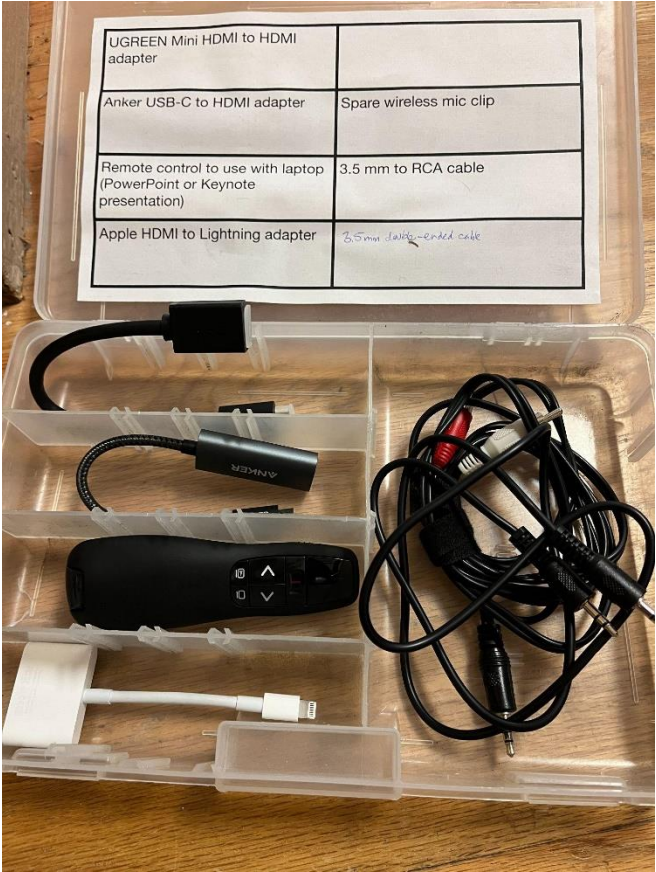
Bin 30

A clear plastic bin containing various audio equipment. Visible items include a package of AAA batteries, a black clip-on light, a black piano light, a black battery charger, a black battery tester, and a black HDMI cable. A small black bag is also visible.

Sound system accessories container

A clear plastic bin with a white label that reads "ELIOT" and "SOUND SYSTEM ACCESSORIES". An orange circle is drawn on the label.

UGREEN Mini HDMI to HDMI adapter	
Anker USB-C to HDMI adapter	Spare wireless mic clip
Remote control to use with laptop (PowerPoint or Keynote presentation)	3.5 mm to RCA cable
Apple HDMI to Lightning adapter	3.5mm cable-ended cable

A clear plastic bin containing various audio equipment. Visible items include a black UGREEN Mini HDMI to HDMI adapter, a black Anker USB-C to HDMI adapter, a black remote control, a black 3.5 mm to RCA cable, and a black 3.5mm cable-ended cable.

Wireless mics



Bag of mic stands



Fender System - the sound cables and an extension cord should be tucked inside it



Get Eliot AV that is stored offsite

Ask the Eliot registrar where to find the Go Getter portable PA system, which is brought from off-site storage. There is a bag containing the amp, a microphone box, and a stand.



Inventory and Test Equipment

Before you open anything: DO NOT mix up Eliot and Seabeck stuff! Make sure everything is labeled “Eliot” or “Seabeck”/“SCC” before removing it from its container.

Take inventory and add labels. Tip: when you open each bin, take a picture of what it contains. There may be an inventory sheet in bins – if so, check whether it’s accurate, and take notes on what’s missing or unlisted at the start of camp, so you know at the end of camp what you’re looking for.

Set up and test Meeting House for Day 1. Make sure you have everything set up for all-camp orientation and the next morning’s ingathering and theme speaker, and any other early events to be sure everything works as planned and you know how to use the equipment.

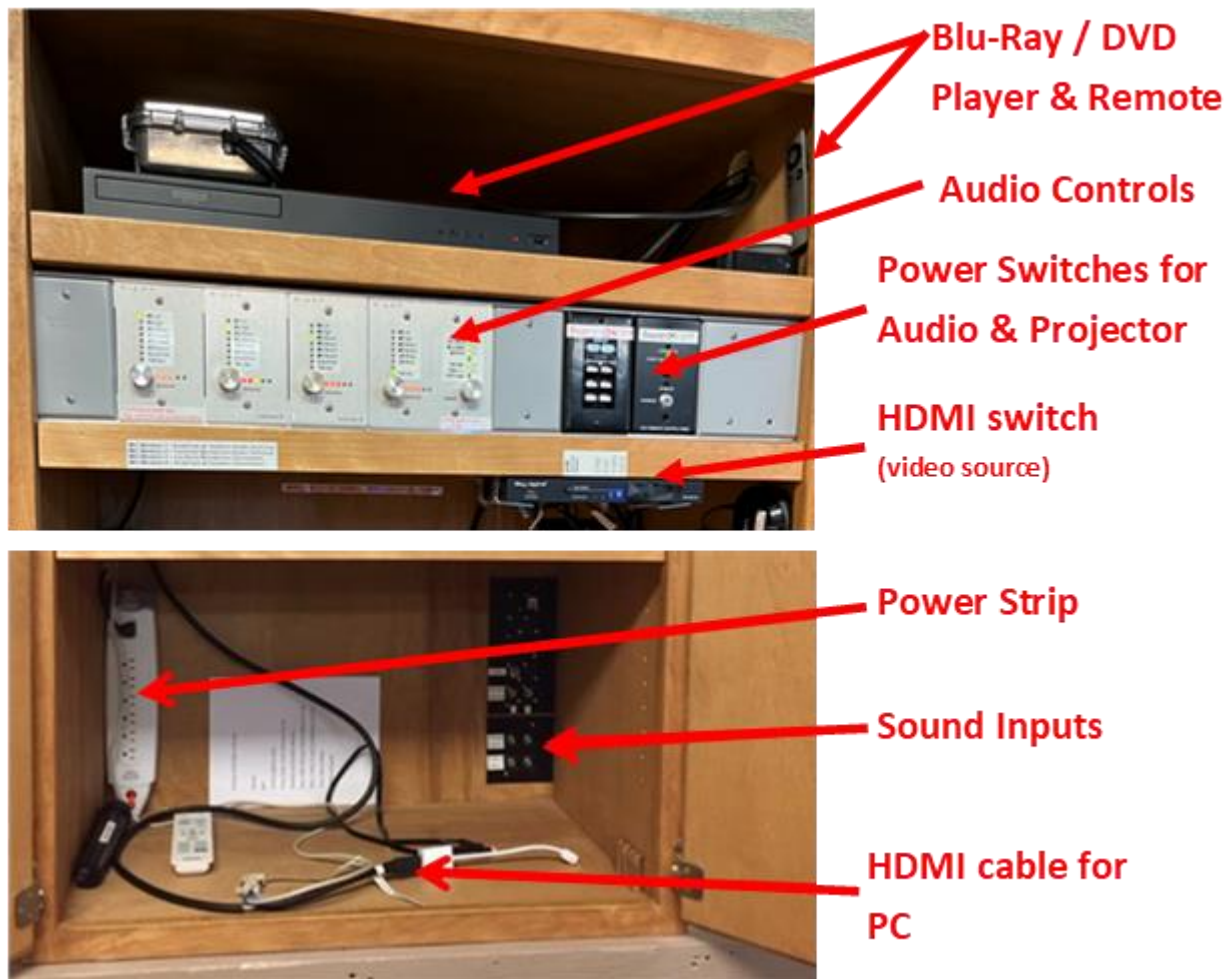
- Find 2 really good microphone stands. A mic stand should be easy to adjust at all its joints, it should be heavy and stable, and it should hold its position. Note: There are a LOT of mic stands. If one of the Eliot ones is junk, consult with other AV folks to see if it’s time to toss it.
- Learn how to adjust a microphone stand quickly. Teach the Deans, Ingathering hosts and worship lead how to adjust them. They will be on stage a lot and it’s helpful if they can adjust.

Demonstrate to the camp how to hold handheld microphones. At orientation or first day’s ingathering or announcements.

Whenever you hand someone a mic for the first time, make sure they know that directional mics need to be held close to your mouth. One description is to say “pretend it’s an ice cream cone.” A better one is: “hold it like a flashlight where you’re shining the light at the back of your mouth.”



Meeting House - Quick Start



Power on the Audio System master switch

(you must do this even if you only want to show images)

Press and hold the “Sound On / Off” power button briefly. The lights will flash and dance around; then wait about 60 seconds for the system to boot up.

Power on the Projector - if needed

Press and hold the “Projector On/Off” button for about 5 seconds. You should hear a click when you release it. It takes a full minute for the bulb to warm up and turn on.

Set up Microphones

A good setup for 90% of events is to have 2 wired mics, one left and one right, and a wireless handheld mic. Keep the wireless mic at the booth so you can run it around the room to wherever it is needed. The necessary equipment should be in the Seabeck Meeting House bin and/or bin 30.

Select Audio Inputs and Set Volume Levels



There are four control knobs, each of which may control the volume of one of 8 possible inputs. To select which input a knob controls: push on the knob repeatedly until the green light is next to the input you want to select. (You may find it helpful to have standard settings – for example, #1 might always be a wired mic on the left/far side of the stage, #2 a wired mic on the right/near side of stage, #3 a wireless that you can run to wherever it's needed and #4 always HDMI to play sound from laptop. Having a habit for how you set it up makes it easier to find the right knob when needed for a quick volume adjustment.)

To adjust the volume, slowly rotate the knob clockwise to increase volume. The lights turn from yellow to red. 3 red lights is typically a good volume level. 4 is OK but be cautious of feedback. Try not to go to 5. If you're not using a mic, turn its volume to lowest setting.

AUDIO SOURCE OPTIONS - Overview

Wired Microphones (MIC Left, MIC Right): Connected to microphone inputs on the floor of the stage.

Wireless Mics: From the Seabeck Meeting House bin or Eliot wireless

HDMI Audio: Selects audio from HDMI video sources, including: 1) Apple Airplay, 2) DVD/BluRay, and 3) the HDMI Cable in the cabinet (see Select Video Inputs below.)

Bluetooth (Cab2): Selects Bluetooth audio (you will need to pair your device with "HD Receiver" first)

LINE IN Stage, LINE IN Cabinet1: Stereo RCA connectors located on the stage in a floor box (right side) and on the Cabinet back panel. [These options only appear on the fourth knob.]


Select HDMI (Video/Audio) Source

Press the “HDMI Source Select” button to select between 1) Apple Airplay, 2) DVD/BluRay, 3) HDMI Cable in cabinet.


You probably will use #3 most of the time. Attach your laptop to the HDMI cable in the cabinet. There are HDMI adapters in the Seabeck bins, and in the Eliot audio accessories box.

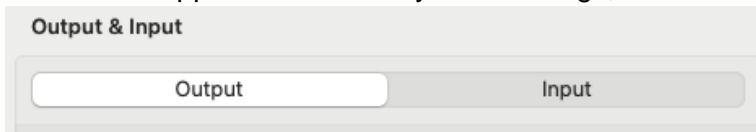
If the projector is not displaying your screen, you may need to adjust your display settings.



- On a PC: Press the windows key and P and choose which projection you want. (Extend is preferable to Duplicate). Or, on your desktop, right-click and choose “display settings.”
- On a Mac: Apple menu  > System Settings, then click Displays in the sidebar to see your displays’ settings, including extended or mirroring, resolution, brightness, and color profile.

If audio is not playing from your laptop as expected, make sure it is configured to send audio output to the projector.

- On a PC: Press the windows key, choose sound settings, Choose projector (EPSON SJ)
- On a Mac: Apple menu  > System Settings, then click Sound in the sidebar.



- Under “Output & Input”, click Output and make sure the projector (EPSON PJ) is the selected output device.

If that doesn’t work, check and see if the app you’re using has its own audio output selector.

Meeting House - In Detail

Wired Mics (MIC Left, MIC Right):

There are wired mics and cords in the Meeting House Seabeck bin. The wired mics plug into sockets on stage – find the XLR connections inside floor boxes to left & right sides. “Mic Right” controls the input that is on the right side of the stage when you’re looking at it from the sound booth – the side closest to you. (i.e. not “stage left” which is the actor’s perspective.)

Although there are two mic inputs in each box, only one of them works. Seabeck has a couple splitter “pigtail” cables that can allow you to attach 2 mics (they may be in the Meeting House bin), but they will share one volume control.



Line Inputs - stereo (LINE IN Stage, LINE IN Cabinet1)

On the stage floor, right side, there are stereo RCA connectors. There are also jacks in the sound booth cabinet on the back panel. To get the audio from a device (e.g. a headphone jack on a laptop, tablet, phone or iPad), use the 1/8” phono to RCA cords from the bins. Plug in the white on the right, red on the left.



Wireless Microphones

(Wireless1-4 - you may or may not have any/all of these mics)

Batteries: All wireless mics require 2 AA batteries each. Battery duration is roughly 5 - 7 hours. Replace batteries when the Handheld mics or Bodypacks display low battery condition (see descriptions below), or if you experience unexplained crackle or disconnections.

Note: At July Eliot 2024 Seabeck issued us only one wireless bodypack mic (W1) and one handheld (W3). I’m not sure what happened to the others. You can use the ones from the portable systems if desired. The pairing process is similar to below.

MIC Wireless 1: Bodypack /Headworn Mic

(Audio-Technica) **Bodypack Button:** Long press to turn on/off. Short presses to cycle through Mute (LED is red) and Active (LED is green). **Bodypack LED:** Green = Mic active, Red = Mic muted, **Blinking LED = Low Batteries (replace!)** **Using Headworn Mic:** Mic end should be placed close to face near mouth for best pickup. Clip cable to clothing so it doesn't pull mic off over-ear placement. Insert connector into bodypack holding black section. Remove connector from bodypack holding silver metal section.



MIC Wireless 2: Handheld Mic (Audio-

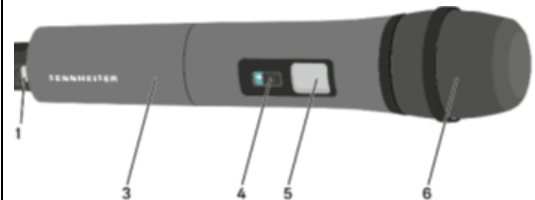
Technica) **Handheld Button:** Long press to turn on/off. Short presses to cycle through Mute (LED is red) and Active (LED is green). **Handheld LED:** Green = Mic active, Red = Mic muted, **Blinking LED = Low Batteries (replace!)** **Using Handheld Mic:** Mic is directional, so point toward mouth, about 3-to-6 inches away (just below mouth works best, to avoid exhale wind noise or popping).



MIC Wireless 3: Handheld Mic

(Sennheiser) **Handheld Power Button:** At base of mic, #1 in figure at right. **Handheld Mute:** Slide switch, #4 in figure at right. Green = Mic active, Red = Mic muted. **Handheld Indicators:** Display, #5, includes battery status. **If 1-bar on battery indicator = Low Batteries (replace!)**

Using Handheld Mic: Mic is directional, so point toward mouth, about 3-to-6 inches away. **Note:** If this mic is not in active use, lower its volume (MIC Wireless3) on AV system rotary knob (this is a legacy analog mic and wireless receiver can pick up ship traffic static if mic is turned off).



MIC Wireless 4: Bodypack/ Headworn Mic

(Sennheiser) **Bodypack Power Button:** Open battery door to find ON/OFF button, #10 in figure at right. (Note: Don't use "Set" button) **Bodypack Mute Button:** Slide switch at top center of bodypack. **Bodypack Indicators:** LCD display shows mute status and battery strength remaining on bottom row, #11 in figure. **1-bar on battery indicator = Low Batteries (replace!)** **Using Headworn Mic:** Mic end should be placed close to face near mouth for best pickup. Clip cable to clothing so it doesn't pull mic off ear. Insert cable connector into bodypack and tighten knurled ring. Reverse to remove. **Note:** If it is not in active use, lower its volume (MIC Wireless4) on AV system (this is a legacy analog mic)



HDMI Audio from Video source (HDMI Video)

Plays audio from the selected HDMI source: 1) Apple Airplay, 2) DVD/BluRay, or 3) HDMI Cable in the cabinet. (See Select HDMI (Video/Audio) Inputs above.)

Warning! One person says “the HDMI Audio can be frustratingly inconsistent: sometimes it plays and sometimes it doesn’t. Try Bluetooth if you’re having trouble.”

Bluetooth (Bluetooth/Cab2):

There is a Bluetooth receiver (Startech Rx located right side of Cabinet, connected via Cabinet2 input).

Quick touchless connect: Receiver can pair via NFC; hold NFC enabled device next to it for 3 seconds

To Connect your device audio manually via Bluetooth:





1. Startech Rx light blinks slowly if the Bluetooth channel is available (not being used by another device).
2. Activate Bluetooth on your Bluetooth Enabled Device, and locate its Bluetooth management app.
3. The app will display a list of devices within range. Locate “HD Receiver” and select the connect option.
4. Your device may prompt for a Pin#. If so, enter “0000”, and continue with the connection process.
5. Your device should now confirm pairing is done. The Startech receiver ‘pair’ LED should be solid.

Disconnect your device:

1. On your device, locate the Bluetooth management software.
2. Select “HD Receiver”, then select the disconnect option.
3. The devices are now disconnected. The pair LED will begin to blink and others can now connect.

Apple AirPlay Audio/Video to connect Apple Devices

You can use AirPlay for both audio and video connections. First, in the AV cabinet, press the “HDMI Source Select” button to choose “1) Apple AirPlay”. The projector screen will show pairing instructions.

1. On your device, open the app from which you want to play or project.
 - a. Many apps have an AirPlay icon that looks like this: 
2. Or, if the app does not support AirPlay directly, bring up control center and start screen mirroring.
 - a. On iPhone and iPad, swipe down from the upper right corner (or up from the bottom) to access control center.

 - b. On a Mac, click  on at the top right of the screen to access control center.
 - c. Within control center, select  for screen mirroring.
 - d. When prompted, select “Seabeck AV” as the output device.
3. Or, pair your device as directed in the projected instructions.

To end AirPlay either:

1. Press the Menu (back) button on the Apple TV remote. (Easiest, most reliable.)
2. Completely end the app that was using AirPlay.
3. End screen mirroring from the control center.

Using the 5th knob / Mute Controls

The 5th knob in the audio control system allows you to mute several outputs at once, overriding the volume controls. Unlike the other knobs, you rotate the knob to select an item and push the knob to change it. Green is unmuted, Amber (Red?) is muted. Your choices are ALL MICS, ALL LINE IN, MONITOR (the black monitor speakers on the sides of the stage facing the performers), Mics to MONITOR, and Rear Speaker (mounted near the ceiling in the back half of the meeting house).



Be careful: This control is easy to forget and may confuse you if you leave things muted.

The right knob typically always looks as shown in photo. If things aren't working, you might check this.

When the system powers on, the settings are supposed to be the same as the last time it was used. And supposedly, to reset everything to the default optimal setting, rotate the 5th knob to select "RESET levels", then press. I have not found these things to be true. You may need to set it up every time.

Video Tips

Blanking the Projector

At times, you may want to blank the projector while people are talking or doing a presentation (so the projector bulb is not shining straight into their face). There are two ways to do that:

1. In a slide show, just add a blank slide with a black background to the presentation as needed
2. Or, if using PowerPoint, just tap the 'B' key and it will "blank" the screen, temporarily stopping projection. Tap 'B' to turn it back on.
3. Not recommended: turning the projector off and on. It takes several minutes to cool down and warm up.

Downloading Videos / Prepping Slides

It's recommended to download all video or audio prior to an event, just in case the wifi signal is not strong during the event. (It's gotten much better in recent years, but better safe than sorry.) If you need to download a YouTube video, there is free software called 4K video downloader that works well. Find lots more tips for optimizing PowerPoint slideshows here: <https://janelledurham.com/guide-to-zoom/presentations-for-zoom/>

Troubleshooting

Can't Hear / Not Loud Enough? Different people speak at different volumes. Try turning their mic up till it shows 3 or 4 red lights. And/or work with them on holding the mic better.

Some Speakers in Meeting House Not Working? Check the rightmost knob. Is the green light next to the speaker turned on? If not, rotate to select it, then press knob to turn it on.

Hum or Feedback? Turn down the volume! Click on one of the volume control dials to change the audio input (mic left, mic right, wireless, etc). Check that all the inputs you are not using are off. Watch out when someone walks in front of a speaker while holding or wearing a mic.

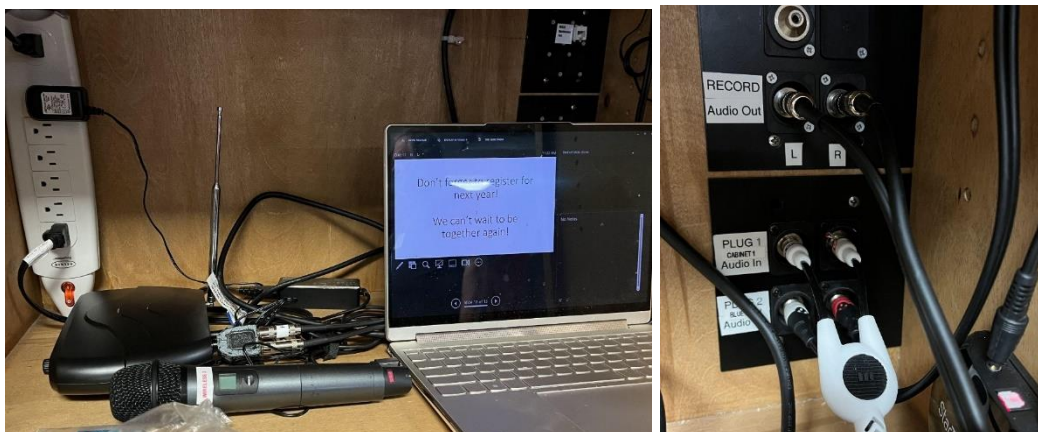
Video not Displayed on Projector? Check the HDMI switch to see where it's set. If using a laptop, see instructions above about how to ensure you're sending the signal out to the display.

HDMI Audio not Playing? Check that your laptop's audio is configured to send output to the projector (EPSON PJ). Check the app's audio settings, if any. Try turning things on and off or unplugging and replugging. Unfortunately this has been problematic—if all else fails, use Bluetooth.

Note: Seabeck's WiFi, Internet, and Bluetooth in the meeting house are now solid and reliable. The previous AV advice to avoid streaming at all costs seems to be obsolete. There are multiple networks available - if needed, switch between them.

Assisted Audio for the Hearing Impaired

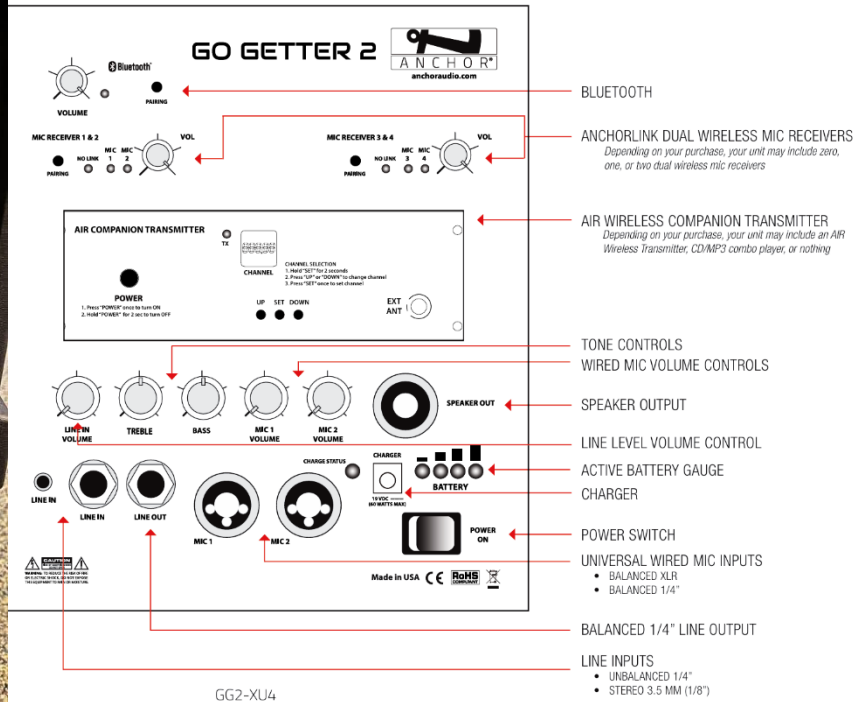
Seabeck has an extra system you can ask for. It is easy to set up. I can't remember exactly how it works... I think it pairs with hearing aids?? I'll check at July. Here are pictures of the set-up. It's the device with the antenna. It plugs in where it says "audio out"



Anchor Go Getter 2 Portable PA System

The Go Getter is fully wireless and is your first choice for most situations where you need portable sound. But since there is only one speaker, sometimes you'll want the Fender instead.

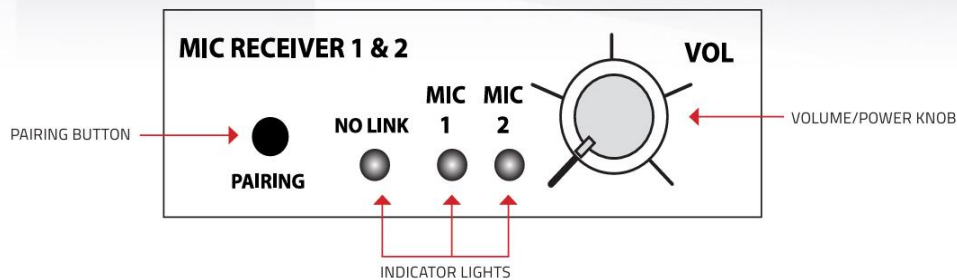
Plug it in and charge it **before you need it**, and install AA batteries in its wireless microphones.



Turn on the amp power with the rocker switch on the lower right of the back panel.

Wireless Mics:

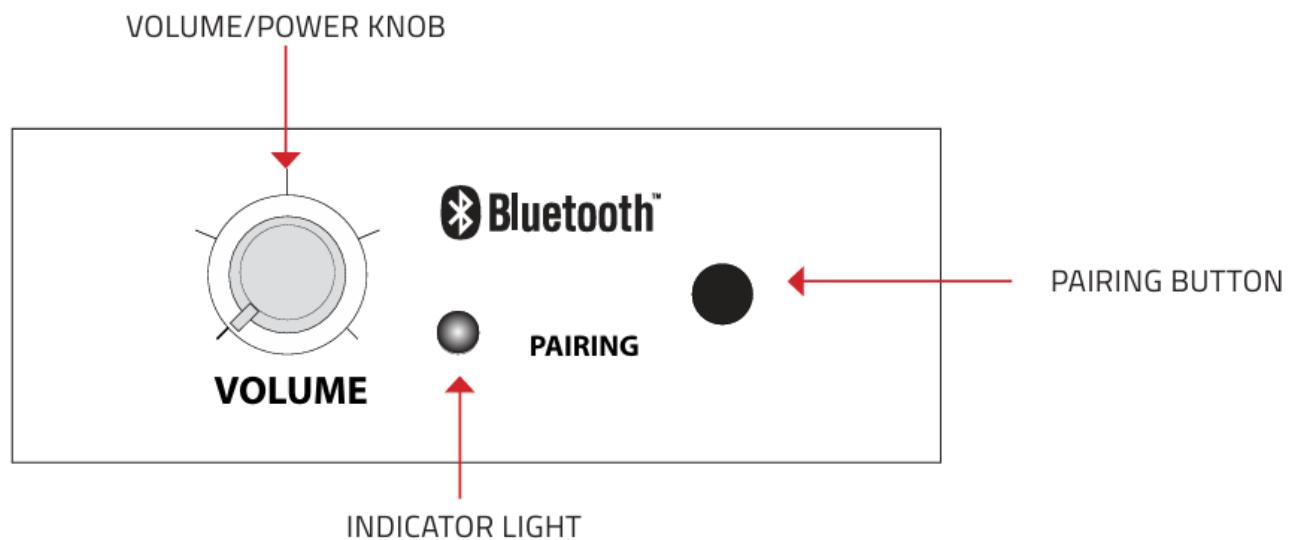
1. The mics may already be paired. Turn on the mic receiver 1 & 2 near the top left and mic 3 & 4 near the top right by turning the volume knobs. Turn on the wireless mics, and wait for green lights everywhere and then test the mics. If that doesn't work, pair them:
2. Hold a pairing button on the receiver until the receiver green light flashes.
3. Hold the mute button on a mic until the mic red light turns off.
4. Release and hold mute button again until the mic green light flashes.
5. The microphone is paired when the green light is solid on the mic and mic receiver.



Wired Mics: note that there are also inputs in the receiver for wired mics or other audio inputs.

Bluetooth:

1. Turn on Bluetooth with volume knob at top left. It will make a bootup sound. If there's no light - it's off or in sleep mode. Blinking - pairing mode. Solid light - device is connected.)
2. Press the pairing button once - blue light will blink.
3. On Bluetooth device, find and select "Anchor audio" to connect. You can adjust volume on your device or by using the volume control knob on the speaker.
4. To disconnect, hold pairing button for 3 seconds.



More Go Getter info in: [Owner's Manual](#), [QuickStart Guide](#)

Fender Passport P150 Portable PA System

The Fender portable PA (stored in the Eliot closet in Lower Colman) is useful when you need two speakers, such as at Firelight or announcements at a meal where some are seated inside and some outside. It's heavier and not as convenient as the "Go Getter" because it needs to be plugged in and because its speaker and microphone connections are wired-only. However, it does have more inputs and of course 2 speakers. The golf cart is recommended for moving it around campus.

To unlock the speakers from the amp, lift the red latches. Connect power and the speakers to the back of the amp using the cables tucked inside. A wired microphone and cable must be provided separately; it connects to the front of the amp. The PA also has RCA or 1/4" instrument inputs. [Owner's Manual](#)

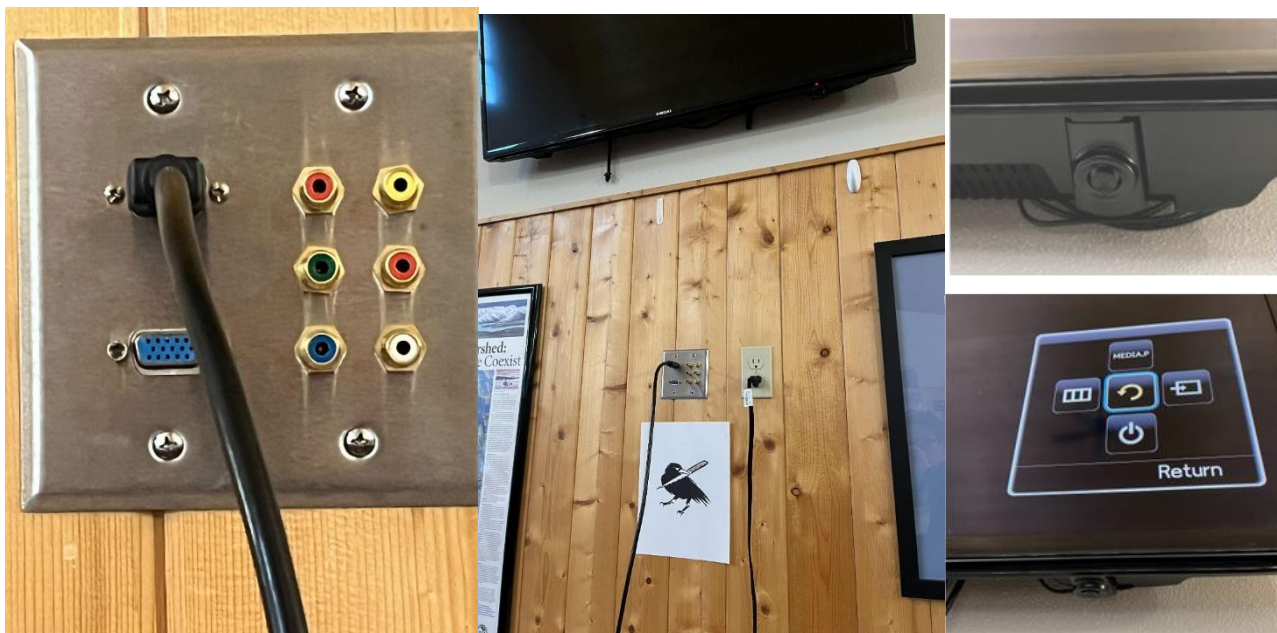


Juniper

Collect bin from Seabeck office - be sure to take a picture of what's in there, compare it to the inventory sheet and note if there's anything missing.

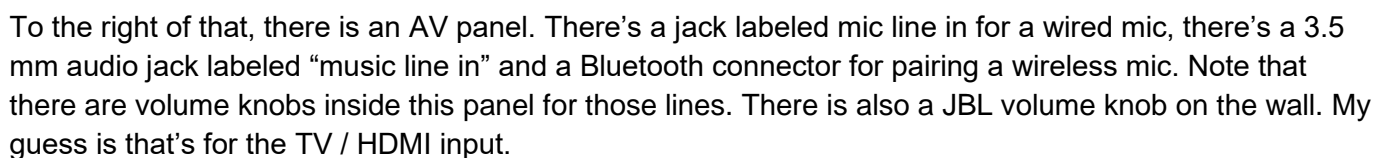


There's a panel on the wall below the TV, with plug-ins for HDMI, VGA and Audio. Set your device on a table near the AV panel so a speaker can use it and face the audience. Use the HDMI cable to hook up their DVD player or your laptop or other device to the panel. Turn on the TV with the remote control. Choose source if needed. If the remote is missing, press the button on the bottom right of the screen to bring up onscreen menu - use that button as a "joystick" to choose menu items.



A collection of electronic equipment and cables is laid out on a white surface. The items include a black microphone with a silver mesh grille, a black remote control with many buttons, a black rectangular box labeled 'ASSEMBLY' with a small antenna, and a black rectangular box labeled 'PMS' with 'CE 12' below it. There are several black cables, including a coiled cable with a red and white connector, a cable with a white connector, and a cable with a black connector. A clear plastic bag contains a coiled black cable. The equipment is arranged in a somewhat haphazard manner, suggesting it is being prepared for transport or storage.

A white, rectangular JBL CSR-V speaker. It features a large, circular, light-colored volume knob in the center, surrounded by a ring of small black dots. Above the knob, the word "LEVEL" is printed. At the top and bottom of the speaker are two small, circular ports, each with a black vertical slider. The JBL logo is in the top left corner, and "CSR-V" is in the top right corner.



In August 2024, Lower Pines TV was missing its power button and remote. In case that's still true::



Look for the Samsung logo on the bottom of the screen in the center. Look at the bottom surface of the TV. Gently tap the metallic circle with the tip of a car key or room key to turn the screen on.

Upper Pines TV

The photos show all the available jacks / inputs on the back of the TV. I've never seen a remote there, but there's a button you can use to choose which input to use. Look at the bottom of the screen, in the center, below where it says input. Press the button to bring up the onscreen menu and to scroll through it



Colman

There is a Colman bin in the Seabeck bins, but I haven't checked what it contains. I've just set up a portable system there.

Dining Hall

The dining room has its own PA system and mic that are pretty easy to set up and use. If everyone is seated indoors for meals, this can be used for grace and mealtime announcements without needing to bring over a portable system.

If many campers are eating outdoors, then bring over the Fender so you can have one speaker aimed inside and one outside. Or Randy Rush says you could use the Go Getter speaker for outside and the dining hall PA for inside, just holding both mics at once.

General day-to-day Tips

Make sure everyone can hear. Ask the co-coordinator or volunteers to walk around the venue at the beginning of an event and make sure audio is loud and clear, especially Meeting House events, lunch announcements, or any other place where people are spread out.

Some AV coordinators advise: “**Adjust the mic stand every time** a new person steps up to the mic. It's less disruptive to jump in immediately instead of letting the speaker struggle. Also, gently adjust anyone who can't be heard because they're holding a mic incorrectly.” Janelle disagrees. “I find shy speakers get even more nervous when you mess with the mic or correct them! I recommend having two wired mics on stage at all time, one that you announce at orientation “this is the short person's mic” and the other is the “tall person's mic”. The rest of the camp, they can pick the right one, and it's *close enough* for most purposes (they can bend down just a bit or tippy toe if needed. Obviously for the speaker or talent show performers you get it just right but for a quick announcement or reading, this is good enough!”

Use PowerPoint. It's better than Google Slides because PowerPoint's presenter view lets you see what's coming up. It's okay to author in Google Slides: just **File -> Download in .ppt** format. The presenter should review and double-check for anything that might get messed up in translation, especially slide transitions.

Keep a wish list of anything you wish you had. Send to Janelle.

NEVER use duct tape or masking tape to tape things down—it leaves a residue that can ruin wood floors and panels. Gaffer tape is the best option -- consult with the Deans if you need to purchase some for camp. You can use it for temporarily fixing a mic stand (remove it after use), or holding down cables and cords on the floor (a better way is to use a small carpet).

Delegate completely. If you can, hand off every aspect of an event including coordinating with the presenter, getting slides and video, etc. Coordinating is half the work and mental energy. **Check bins in and out** to people needing to present in Pines, Juniper, and Colman. They are easy to plug-and-play.

Gratefully accept all help offered! You'll need it! Especially ask for help carrying equipment around camp!! Generally all you have to do is look for someone headed the right direction and ask them.

Multi-performer events (Talent Show, Concert, PEP, etc.)

Speak directly with each performer ahead of time to understand their needs.

Consolidate slides into a single PowerPoint deck.

Make extra sure you have spare mics, everything has brand-new batteries, and you have learned all the controls.

All hands on deck! The AV co-coordinator and helpers should be ready to jump in as soon as anything goes wrong.

Teach and demonstrate proper handheld microphone use at the beginning of the event. Gently adjust anyone who needs help.