

## Audio Visual Events

### GOT AV?

When scheduling and reserving your event at Greenspring please make sure you select this room based on your Audio Video (AV) needs.

Classrooms and our 4 major venues – Accotink, Theatre, Chapel and our HC Conference Center – have various AV sources. Not every room has the same equipment. This is especially true with whether or not a room has microphones and what type and how many are available.

Note, the classrooms do NOT have microphones. We do have portable Public Address (PA) systems available for use. Channel 6 and Community Resources (CR) can provide you with complete details.

If a computer is needed – the presenter must supply their own.

Channel 6 does not have a laptop. If an iMac is used, the presenter must supply their own connecting cable. VGA cables are kept at the front desk and must be returned after use. HDMI connections are available in HCCC, Theatre and Accotink.

Each group leader is required to supply their own AV person to run events. Designate at least 2 people to handle your needs. Channel 6 may be available to troubleshoot in the event of tech issues excluding computer and/or connection difficulties (Wi-Fi strength varies throughout our campus). If a technical issue arises please alert Channel 6 so they may troubleshoot and repair this problem.

To request an event to be taped, please contact Channel 6 directly at least 2 weeks ahead of time. We will try to arrange a volunteer to tape if possible. Field camera and AV training is available and can be arranged through us. Please don't wait till the day of your event, contact Channel 6 as soon as you book your event.

Best times to contact Channel 6 is usually after 11am, Monday – Friday. Call – 703.923.4639; email – [dhavinga@erickson.com](mailto:dhavinga@erickson.com); or stop by our offices located at VS.