



CONFERENCE PLANNING GUIDE

Summary:

Wizdom Audio Visual is committed to helping you plan a successful conference/convention. When planning an event of this significance it is easy to get sidetracked or overwhelmed. As the planner, it is important that your budget allows for the most vital aspects of your vision. It is therefore helpful to identify the elements that are most critical and also those that are not, before making that next important step. We have put together a rating system along with a few questions that should assist you with this process. When dealing with your client service rep at WAV, it would helpful if you could provide them with this information.

Rating System:

- 1 – Of Extreme Importance
- 2 – Very Important
- 3 – Important
- 4 – Not Critical (but would be nice)
- 5 – Could Do without
- 6 – Do Not Need

Audio/Sound Reinforcement

<input type="checkbox"/>	Clear, Intelligible Sound for entire audience
<input type="checkbox"/>	Concert Sound – <i>sound that you can truly feel (extra bass, presence, monitor mix)</i>
<input type="checkbox"/>	Availability of Wireless Microphones
<input type="checkbox"/>	Availability of Choir Microphones

Lighting

<input type="checkbox"/>	Stage Lighting
<input type="checkbox"/>	Colored Lighting
<input type="checkbox"/>	Special Lighting Effects (Intelligent Lighting)

Video Services

<input type="checkbox"/>	Videotaping services
<input type="checkbox"/>	Post Production Services
<input type="checkbox"/>	Duplication

Projection/Production Services

<input type="checkbox"/>	Large Screen Projection for video or computer images
<input type="checkbox"/>	Live Switching between video or computer sources
<input type="checkbox"/>	Live Titling of the names of special guests, speakers, presenters or announcements
<input type="checkbox"/>	Video Monitors for individuals on stage
<input type="checkbox"/>	Animated Intro or welcome messages

Instruments/Backline Gear

<input type="checkbox"/>	Hammond Organ Rental
<input type="checkbox"/>	Keyboard Rentals
<input type="checkbox"/>	Drum Rental
<input type="checkbox"/>	Other Instrument Rentals

They are indeed a multitude of other services that we offer; however these are what we deem the most common