McCormick Auditorium

4 Wireless Handhelds – 2 Wireless Lavalier Microphone	Music playback via 1/8" cable or Bluetooth
1 podium Mic	Basic lighting – Podium Special/Stage Wash (Refer to current lighting policy)
Resident Windows PC	Additional audio inputs as needed
Personal device connectivity via HDMI or Solstice	Blu-Ray Player
Hybrid Capable with in room PTZ camera	Assisted Listening Devices for Hearing impaired

Louis Room - South

4 Wireless Handhelds – 2 Wireless Lavalier Microphone	Music playback via 1/8" cable or Bluetooth
1 podium Mic	Basic in room lighting(Additional lighting needs are possible w/ added cost and require conversation with Tech Manager)
Windows PC	Additional audio inputs as needed
Personal device connectivity via HDMI or Solstice	Blu-Ray Player
Hybrid Capable with in-room PTZ camera	Assisted Listening Devices for Hearing impaired
* NOTE: If there is an event happening in Louis North at the same time as Louis South, you will only have 3 Wireless Handhelds and 1 Wireless Lavalier in this room.	

Louis Room - North

1 Wireless Handheld – 1 Wireless Lavalier Microphone	Additional audio inputs as needed
NO IN ROOM PC (We would be able to provide a laptop)	Basic in room lighting
Personal device connectivity via HDMI only	NO ADA Listen Assist
Projector/Screen	
NO HYBRID AVAILABLE – Tech Manager must be involved if client requests Hybrid in Louis North	

Medium Rooms - Northwestern B, Wildcat B, and Lake

2 Wireless Handheld – 2 Wireless Lavalier Microphone	Hybrid capable with in room PTZ camera
Resident Windows PC	Assisted Listening Devices for Hearing impaired
Personal device connectivity via HDMI or Solstice	Wheelchair accessible lecterns with adjustable heights
NOTE: Northwestern A and Wildcat A are only equipped with a projector screen. Tech in this half of the room will generally require use of our TV carts. If client is requesting anything more than that, Please contact the Tech Manager	

Conference Rooms – Chicago, Scholars, and Alumni

Personal device connectivity via Solstice or HDMI	75" Television
Hybrid capable with Logitech Rally Bar	NO in room PC – Must bring their own device

Small Meeting Rooms – Arch, Rock, Armadillo, and Evans

Personal device connectivity via Solstice or HDMI	75" Television
NO Hybrid Capability	NO in room PC – Must bring their own device

NOTES AND EXCEPTIONS

If any event asks for items that are not listed in the room capabilities, there will be an additional charge and needs to be discussed with Tech Manager
For rooms without a resident PC, we do have a few laptops in our office that we can rent to users for an additional cost.

General Guidance for Planning the Technical Components of Your Event

Questions:

1. **What type of event are you having? (Lecture, Performance, Conference, Cultural Celebrations, Film Screening,)**
   a. Lecture – Will there be multiple speakers? Multiple speakers at one time?
      i. What will they be needing? i.e. Mics, Projector, slide advancer, will videos be played
   b. Performance – What type of performance? Dance? Music? Comedy?
      i. Each of these types of performances will have different equipment needs. It will be especially important for us to know what type of equipment is needed for musical performances. It would probably be good to include the Tech Manager to discuss these types of performances.
   c. Conference – Please reach out to the Tech Manager for conferences utilizing multiple rooms within Norris throughout the course of a day.

2. **Is the event Hybrid?**
   a. Hybrid events in Louis and McCormick will require the Tech Manager to be involved in the planning of their event. Hybrid events can vary widely depending on what you are trying to accomplish by having a hybrid component.
   b. Hybrid events in medium meeting rooms can be accomplished utilizing the hybrid equipment we have built into the spaces in Norris. These spaces will generally require you to connect to the room system yourself. There are instances where we will provide a dedicated technician to run your event in these spaces when staffing capacity allows.
   c. NOTE: All clients are expected to create and set up their own zoom meetings/webinars. If they ask for assistance in this, please direct them to the Tech Manager

3. **Do you have a Run of Show? (SOE-Schedule of events, Event program, Script)**
   a. This can come in a variety of forms with different levels of detail, but it is one of the most important and helpful tools for you planning your event and our Tech Specialists to help facilitate and execute a smooth and successful event. Knowing when there will be a change in speaker, a video playing, a performance, transition to panel discussion, schedule of when breakout sessions are beginning or ending, etc…. All of these details are immensely important in helping us become aware of what is next in the program and what we need to do to prepare.
   b. We have examples, or basic formats, to help you create this for yourself. This would help both yourself in planning your own event and the Event Management Team as well in letting us know what will be involved with their event.

Criteria for the Tech Manager to be involved or an event requiring a pre-production meeting:
Contact: Aaron Meister – aaron.meister@northwestern.edu

1. **Events needing/asking for more than what a room is capable of providing.**
   a. Any event that needs equipment that is not already listed in the room capabilities needs to be directed to the Tech Manager

2. **Hybrid Events in Louis/McCormick.**
   a. As noted above, hybrid events can vary extensively in their simplicity/complexity. Conference rooms generally don't need our involvement, Medium Spaces may or may not, Louis and McCormick should always have our involvement.

3. **VIP – High Profile Events – Whether actively involved and speaking or just in attendance.**
   a. Some of these events can be very simple only requiring a podium mic, others can be more complex involving keynotes/panel discussions, and several moving parts. We just need to be involved to be aware of whatever may come up for these events.

4. **Any time you feel like you have a tech question, need more clarification, or require additional support.**
   a. We are here to help you! If you are planning an event involving tech, big or small, and feel like you don't have the answers or clarification you need to plan your event, please reach out to us! We have a talented team of Technical Specialists that are experts in executing all kinds of events. We are happy to be the support you need to put on a successful event that meets your vision.