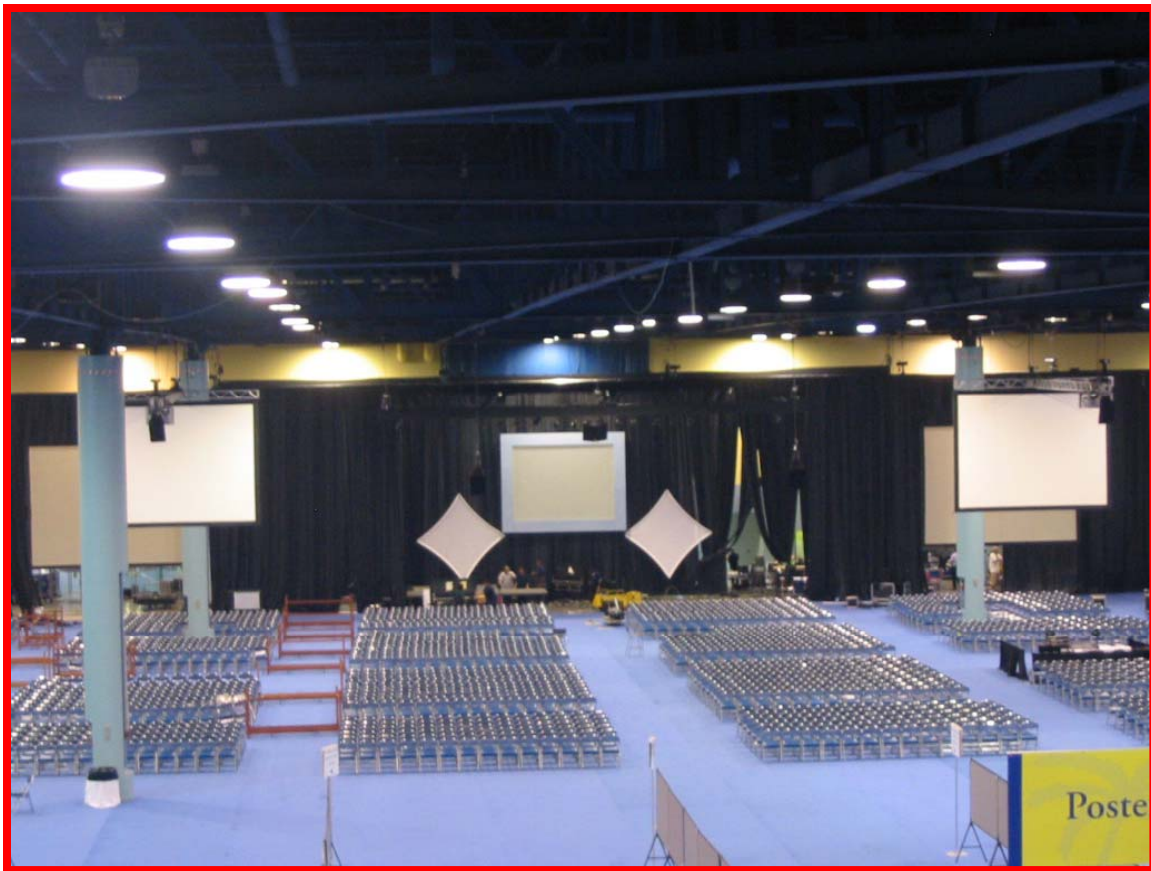


# *ROOM SETS GUIDE*

---



**PROJECTION** 

# ROOM SETS GUIDE

---

## CONTENTS

### AUDIO VISUAL SETS

- **General Statement**
- **Meeting Rooms**
  - Front Projection
    - Center to Center
    - Center to off Center
    - Center to Corner
  - Rear Projection
    - Center
    - Corner
- **General Session**
  - Front Projection
  - Rear Projection
- **Speaker Ready Rooms**
- **Office/Storage Areas**



# *Audio Visual Sets*

---

## Introduction

This rooms guide was designed to help with every day room sets that we encounter and to “Keep in Mind” the details that we sometimes forget or don’t apply.

The following pages will show examples of set diagrams that should be applied when doing AV set ups.

There are two basic types of meeting room sets:

**Front projection**

**Rear projection**

The majority are front projection were the projector is placed out in front of the screen. “Rear projection is generally used for general sessions, special events and blended image presentations.

The room often determines the audio visual set. Actually it is probably more accurate to say that the room set determines the audio visual set.

This is because we often don’t have the opportunity to provide input on the room set, so our audio visual set has to adapt to the room set.

It would be better if the room and audio visual set were planned simultaneously.

# *Audio Visual Sets*

---

## Introduction Cont.

The basic staging components of a room set are:

- **The Audience Area**
- **The Headtable Area**
- **The Lectern Area**
- **The Screen Area**
- **The Projection Area**

Keep in mind that some rooms have obstructions and can be a challenge, like chandeliers and ceiling treatments that can effect the screen viewing.

Be aware of ambient light which can wash out the screen image. Examples are spotlights, headtable spots, windows, mirrors and doors.

# *Audio Visual Sets*

---

## Meeting Rooms



### Front Projection

- **“Center to Center”** refers to a set where the screen is centered in front of the room and the projector is centered in the front of the screen.
- **“Center to Off Center”** is dictated by the size of the headtable.
- **“Off Center to Corner”** is a variation of the center to center set.

# *Audio Visual Sets*

---

## Meeting Rooms

### Rear Projection

- **“Center Set”** The screen is placed in the center and the stage is at a sight angle on the left of the screen.
- **“Corner Set”** Based on the size of the screen it is placed away from the corner at it’s proper distance.



# *Audio Visual Sets*

---

## General Session

### General Statement

Like standard meeting room sets, the two basic General Session sets are;

### **Front Projection**

### **Rear Projection**

If there is sufficient space, Rear projection is the most common set. The components of a General Session are the same; the stage, the lectern, screen projectors etc...

While the components are the same, the actual staging of these components can be much more complex. A breakout room screen generally sits on the floor. In General Sessions, the screen often needs to be set upon risers or hung from truss in order to get the bottom of the screen high enough off the floor to be seen from all seats.

Likewise, the projector often needs to be set much higher as well. A combination of high carts and risers, scaffolding, or flown from truss as well.

The following diagrams will illustrate these points. As stated at the beginning, this guide is not designed to discuss specific equipment. The purpose of the guide is to address the placement of the various components, what kind of staging we need from the facility and where and what support we may need from the decorator.

# *Audio Visual Sets*

---

## Speaker Ready Room



### General Statement

The speaker ready room check in area should flow into the room at 10 feet from the front entrance area. And should be location to the right of the main entrance area.

Computers should be placed around the parameter of the room for easy accessibility.

A LCD projector and tripod screen can also be set up to allow the presenters to view power point presentations.

The overall appearance of the room should be functional and have a professional feel.



# *Audio Visual Sets*

---

## Office / Storage

### General Statement

The office area should be separated from the av storage area by the Projection blue and gray pipe and drape.

The office area is generally be set up to support the account manager and the flowcharts.

Storage area should be set up in peak pull order, using stacked tables to shelf the av gear.

The center portion of the storage area is used for pre-cart ups and empty cases.