

# PROJECTION

## *Audio - Visual Technicians Guide*

*WELCOME TO PROJECTION PRESENTATION TECHNOLOGY*

**Audio-Visual Technicians**

- Freelance
- Union
- Labor Service

# ***INVERTED PYRAMID***

## ***WHERE YOU FIT IN***



# **GETTING STARTED**

## **NEW HIRE PAPERWORK NEEDED**

- **W-4 Federal Tax form**
- **I-9 form (2 forms of ID required)**
- **State tax form (if applicable)**
- **Payroll Action Notice form**

# **DOCUMENTING YOUR TIME**



- **At each work location, you will find a method to record the time you've worked**
- **The following are a few do's and don'ts of keeping time cards:**

# **DOCUMENTING YOUR TIME**

## **DO:**

- Record your time in and out every day
- Record your time out and in for meal breaks
- Have your supervisor sign your time card if no meal is taken. Otherwise, time will be deducted for your meal breaks
- Show up a few minutes early, so you can punch in, stow gear, use the restroom, and be ready to work at your assigned time

## **DON'T:**

- Ever ask another employee to record your time
- Ever falsely record another employee's time
- Ever write on the time card. Only a supervisor has the authority to annotate time cards



# **DRESS**

## **Unload/Load, Setup:**

- **“Setup Black” – Includes Black Docker-type pants, Black golf shirt, Black athletic shoes (all black)**

## **Operations:**

- **“Dress Black” or “Show Black” – Includes Black Docker- type pants, Black long sleeve dress shirt, and Black leather shoes (all black)**

# **SAFETY**

- **Due to the variety of services provided by Projection, accident prevention can and will take many forms. Think ahead and make safety a prime concern**
- **We must maintain compliance with all facility safety and fire regulations that apply to our work sites**
- **Safety should always be your primary responsibility**



# **ON THE JOB – SET-UP**

## **DO:**

- **Have all rooms ready to go one hour before scheduled start time**
- **Check that all necessary setup items are on the carts before going to the meeting room**
- **Move equipment in back-of-house areas, not public space**
- **Use a loose set until all equipment is tested**
- **Test all setup equipment**

# **ON THE JOB – SET-UP**

## **DO:**

- **Do tape all cables either against a wall or where they cross a walk area**
- **Use OSHA tape for any cables crossing a walk area which present a trip hazard**
- **Secure LCD projectors and valuables first before continuing**
- **“Put yourself in place of the speaker/client” before leaving meeting room after setup. View, control, comfort**
- **Check with the supervisor when finished with setup**

# **ON THE JOB – SET-UP**

## **DON'T:**

- **Set a room without understanding set-up instructions**
- **Use public elevators or common areas to move equipment unless absolutely necessary**
- **Tape down cables until all items are tested**
- **Eat or drink anything while doing set-ups**
- **Use a personal cell phone (including those with a hands-free connection)**

# **ON THE JOB - SERVICE**

## **DO:**

- **Be polite and deferential when interacting with clients and facility staff**
- **Communicate with client/speaker, and present a professional image**
- **Remain calm and anticipate problems**
- **Mark broken equipment with red masking tape and give a complete description of the problem**
- **Advise any Projection staff member of any “red tagged” equipment**

# **ON THE JOB - SERVICE**

## **DON'T:**

- **Use any facility food outlet without approval of the supervisor**
- **Attempt to fix troublesome equipment.... Replace it**
- **Leave high theft items or equipment unattended in rooms**
- **Push loaded carts over door thresholds and elevator door gaps, always pull**
- **Accept or remove any client literature, merchandise or handouts from the exhibit floor or meeting rooms while working for Projection.**

# **ON THE JOB - OPERATION**

## **DO:**

- Arrive at your scheduled meeting room a half hour before the starting time
- Have important telephone numbers with you and available. In particular, contacts within the facility
- Get a copy of any program and / or a list of speakers for the room
- Check all equipment and light controls in room

# **ON THE JOB - OPERATION**

## **DO:**

- **Find the moderator of the meeting and review the details and timing of meeting before the event**
- **Introduce yourself to the presenters. Reassure and help**
- **Stay alert and focused**
- **Do return all media and or presentations promptly to presenters**

# **ON THE JOB - OPERATION**

## **DON'T:**

- **Wear facial jewelry of any sort on men, gaudy or unprofessional jewelry on women**
- **Wait until presenter brings you the presentation. Pursue it**
- **Read anything while operating. No newspapers, books, other. Especially no computers**
- **Get involved with activities in room not directly related to AV**
- **Leave the room without a relief person in place**
- **Tear down too quickly at the end of a session—the presenter may wish to review using visual support**
- **Leave anything in room at end of session.... If it came in, take it out**

# **ON THE JOB - TEARDOWN**

## **DO:**

- **Strike LCD projectors and valuables first before conducting tears/resets**
- **Be prompt at tear-down time. Deal first with rooms that go again same day**
- **Completely pack away equipment in proper case**
- **Remove all carpet tape and other AV trash from rooms**
- **Return AV equipment to its proper storage area**
- **Assist in taking care of gear before leaving for the day**
- **Check with manager before leaving and confirm your schedule for the next scheduled day**

# ***ON THE JOB - TEARDOWN***

## ***DON'T:***

- **Tear-down until the session completely is over in the room**
- **Pressure the presenter or attendees to get out of the room**
- **Send faulty equipment to storage without marking problem on unit (With red tape)**
- **Leave without checking with the supervisor**

# ***IN CLOSING***



- **This guide was designed to familiarize you with some of our company policies and procedures. Read each section of this guide carefully and refer back to it whenever necessary**
- **We sincerely hope that your association with our staff of professionals will help you learn and grow in the communications industry**