

# Audio/Visual Guide



## General A/V Information for The Crystal Ballroom

Associated costs outlined at the bottom of this page are applied unless a signed A/V agreement is in place that states otherwise.

The A/V input plates are located on both the east and west sides of the ballroom and may be used to transmit images, music, slideshows, and/or videos from an electronic device to our two ceiling-mounted LCD projectors (4,500 lumen) that project visuals onto the east and/or west built-in wall screens (7' x 7'), along with audio.

HDMI – Used to display visuals and/or sound. Most laptops and electronic devices come with an HDMI output. The resolution settings may need to be changed when using a laptop. *An HDMI cord\* is needed.*

AUDIO – Used to play sound only. Most laptops, electronic devices, cell phones, and mp3 players come with an audio output. *A 3mm Audio Jack cord\* is needed.*

VGA – Used to display visuals only. Most laptops come with a VGA output. *A VGA cord\* is needed.*

## Electricity

Usage of all of our convenience outlets and circuits is free.

20-AMP OUTLETS – We have four 20-amp convenience outlets\*\* available.

20-AMP CIRCUITS – We have six 20-amp dedicated circuits\*\* available.

## Internet

WiFi access is free. A cost is associated with Ethernet usage (see below).

WIFI – Access our internet wirelessly. Network: Merion-Guest / Password: 1611Chic

ETHERNET – We have cabled access to the internet available. *An Ethernet cord\* is needed.*

## Microphones

Microphone rentals are \$125 each.

WIRELESS – We have 2 wireless microphones available.

CLIP-ON – We have 1 lavalier microphone available.

## Associated Costs

\$100: Hourly rate (three hour minimum) for an on-site A/V technician to ensure all equipment is setup properly.

\$250: Usage of the A/V input plates, projector, screens, and Ethernet port. Waived with food & beverage minimums.

Note: Only one device can be used per A/V plate (there are two A/V plates in the ballroom).

\* Any devices and/or cords needed are to be provided by the client unless a signed A/V agreement is in place that states otherwise.

\*\* A diagram of the ballroom's electrical receptacle locations is available upon request.

# Electrical Receptacle Locations

The Crystal Ballroom contains six (6) dedicated 20-amp circuits for your use.  
There are also four (4) 20-amp convenience outlets that may be utilized. The locations of the outlets are shown below.

