

**Mills Media Group**

2 Morpeth Wharf, Twelve Quays, Wirral, CH41 1LF

Tel: 0151-649 3600

Fax: 0151-649 3700

www.millsmediagroup.com



AUDIO VISUAL EQUIPMENT BRIEF																						
<b>Company Name:</b>	<b>Main Contact:</b>																					
<b>Tel No:</b>	<b>Fax No:</b>																					
<b>Mobile No:</b>	<b>Date:</b>																					
<b>Address:</b>																						
<b>Email address:</b>																						
<b>1. What is the date(s) and duration of the event?</b>	<table> <tr> <td>/</td><td>/</td><td>to</td><td>/</td><td>/</td> <td>No of days</td><td><input type="text"/></td> </tr> <tr> <td><b>Daytime Start</b></td><td><input type="text"/></td> <td><b>Daytime Finish</b></td><td><input type="text"/></td> <td colspan="3"></td> </tr> <tr> <td><b>Evening Start</b></td><td><input type="text"/></td> <td><b>Evening Finish</b></td><td><input type="text"/></td> <td colspan="3"></td> </tr> </table>	/	/	to	/	/	No of days	<input type="text"/>	<b>Daytime Start</b>	<input type="text"/>	<b>Daytime Finish</b>	<input type="text"/>				<b>Evening Start</b>	<input type="text"/>	<b>Evening Finish</b>	<input type="text"/>			
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<b>2. Venue details</b>	<b>Venue Name:</b> <b>Function suite name &amp; size:</b> <b>Contact Name:</b> <b>Telephone:</b>																					
<b>3. Have you done a recce?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>																					
<b>4. What type of speaker presentations will be required?</b>	<b>Powerpoint</b> <input type="checkbox"/> <b>Video</b> <input type="checkbox"/> <b>DVD/CD</b> <input type="checkbox"/> <b>Multimedia</b> <input type="checkbox"/> <b>Other</b> <input type="checkbox"/>																					
<b>5. Set &amp; Stage Equipment</b>	<b>Stage</b> <input type="checkbox"/> <b>Size?</b> <b>Flat Set</b> <input type="checkbox"/> <b>Size?</b> <b>Conference Kit</b> <input type="checkbox"/> <b>Set Logos</b> <input type="checkbox"/> <b>Top Table</b> <input type="checkbox"/> <b>Lecterns</b> <input type="checkbox"/> <b>Quantity</b> <input type="text"/>																					

<b>6. PC &amp; Video Equipment</b>	Data projector <input type="checkbox"/> Screen <input type="checkbox"/> Front /rear Quantity <input type="text"/> Plasma Screen <input type="checkbox"/> Laptops <input type="checkbox"/> VHS Video <input type="checkbox"/> Cue light <input type="checkbox"/> Framestore <input type="checkbox"/> Video <input type="checkbox"/> 7" Comfort Monitor <input type="checkbox"/> 15" Personal Monitor <input type="checkbox"/> Autocue <input type="checkbox"/> PC on lectern <input type="checkbox"/>
<b>7. Audio Equipment</b>	PA system <input type="checkbox"/> Lectern Mics <input type="checkbox"/> Speakers - Quantity <input type="text"/> Top Table Mics <input type="checkbox"/> Quantity <input type="text"/> Handheld Radio Mic (Q&A) - qty <input type="text"/> Neck Tie Radio Mic qty <input type="text"/>
<b>8. Lighting</b>	Set Up lighters <input type="checkbox"/> Spotlights <input type="checkbox"/> Stage Wash <input type="checkbox"/> Room lights <input type="checkbox"/>
<b>9. Disability Support</b>	Disabled Access to stage <input type="checkbox"/> Hearing Loop <input type="checkbox"/>
<b>10. Other requirements</b>	Audio Record <input type="checkbox"/> Video record <input type="checkbox"/> Photography <input type="checkbox"/>
<b>11. Workshop equipment</b>	How many rooms do you need? <input type="text"/> What equipment is required? Data Projector <input type="checkbox"/> Laptops <input type="checkbox"/> Flip chart <input type="checkbox"/> Screen <input type="checkbox"/> Lectern <input type="checkbox"/> OHP <input type="checkbox"/> Video play-in <input type="checkbox"/> PA System <input type="checkbox"/> Other <input type="checkbox"/>
<b>12. What is your budget for the staging and AV equipment?</b>	Under 2K <input type="checkbox"/> 2 - 5K <input type="checkbox"/> 5 - 10K <input type="checkbox"/> Please specify your budget