## Audio and Visual Aids Committee

DUTIES

This Committee shall assume responsibility for the members being able to hear adequately at all meetings of the Old Guard. It shall see that the necessary equipment is available for this purpose. At each meeting, the Committee is responsible for setting up and operating the equipment.

The Committee assists the speaker in the visual display of any material associated with the subject matter of the program. This includes setting up and operating the Old Guard's equipment that is required for the presentation.

At the request of the Ladies Day Committee, the Committee will coordinate the provision of adequate audio visual equipment in the room to be used by the Old Guard at the caterer's premises. Old Guard equipment shall be provided, as needed, for this meeting.

At other locations, the Committee shall work with site personnel, as needed, to coordinate use of facilities available on site. For optimum operation, the Committee should use alternate sites with built in audio and/or visual systems.

### Use of Old Guard Equipment

Equipment owned by the Old Guard includes the following:

Audio tape player/recorder

Mackie DFX12 Mixer

Two microphones

One microphone stand

Wireless lapel microphone

Viewing screen

Necessary interconnection cables

Two Shure Wireless Microphone Systems

Shure Wireless Body Pack & Head Microphone

Two carpets used to cover cables on the floor

Laptop computer

Small tool kit

Remote laptop control

DVD disc player

VHS cassette tape player

Digital projector

35mm slide projector

Overhead projector

The presenter may desire to provide his/her own equipment, in which case, a Committee member should be available to assist.

If necessary, the Committee may also borrow equipment from the New Providence Borough.

The Committee shall maintain an inventory of the equipment. It shall be stored in the cabinet in the courtroom provided by the municipality for our use. Keys to this locker shall be held by the Committee Chairman and other members as required.

When appropriate, the Committee shall present a recommendation to the Director for the purchase of new equipment, accompanied by a statement of the need. The Director will present the recommendation to the Council for action.

PROCEDURES

The Committee Chairman is responsible to see that the duties described above are performed in a professional manner and, for that purpose, shall maintain a set of operating instructions. He shall be responsible for training new members. He is encouraged to have several Committee members trained to use our equipment.

The Chairman should maintain close liaison with the Monthly Program Chairman and Vice-Director.

Monthly Program Chairmen shall notify the Audio Visual Committee of their speaker’s equipment needs at least one week in advance.

It is recommended that a four-month schedule for three members to set up and operate necessary equipment at each meeting shall be maintained. These assignments should be divided as equally as possible between all the Committee members.

