

UMHB Media Services Support Guidelines

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Audio/Visual Services by location

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- Fowler Board Room
- Hughes Recital Hall
- Lord Conference Center
- Manning Chapel
- Mayborn Arena
- McLane Great Hall
- Sue & Frank Mayborn Performing Arts Center
- WW Walton Chapel

If you have any questions about sound, video or audiovisual services at UMHB, please contact Media Services at mediaservices@umhb.edu or (254) 295-4152.

Scheduling Audio/Visual Support

All request for media support (sound, video and/or audiovisual) should be scheduled through the EMS Booking System, or by calling Event Services at (254) 295-4004.

Requesting Video Recording

All video recording requests should be made through the dean of your college. The Dean should then contact Media Services to see if the request can be accommodated, upon approval by us it will be added to your event booking. **Video recordings can only be added to already confirmed events.**

Receiving and Filling Out A/V Surveys

After your event has been confirmed by Event Services, you will receive an automated email 30 days before your event requesting A/V details. If you event is confirmed within 30 days of your event, you will receive an email the next business day.

These emails are sent directly to the person who booked the event. There is two automated reminder emails sent if the survey is not filled out on the first day. Please fill these surveys out to the best of your ability, if you need to make changes you may email us at mediaservices@umhb.edu or call us at (254) 295-4152.

Making Changes to A/V Requests

If you need to make a change to the A/V survey, you may contact us by email at mediaservices@umhb.edu or call us at (254) 295-4152 to discuss the changes. If you need to cancel an events A/V then you may also call us, if the entire event is cancelled then contact Event Services at (254) 295-4004 to have the booking cancelled.

Week of Requests

In order to provide the best service possible, Media Services needs advanced notice of events. We request at least **3** business days advanced notice for UMHB events, **10** business days notice for non-UMHB Events. ***We may be unable to fulfill last minute requests due to limited technicians and/or equipment.***

Brindley Auditorium

Projector/Screen	This location has 1 projector and screen
Computer	Instructor style computer (windows)
Microphones	Microphones are not available in this location
Wireless Mics	Microphones are not available in this location
Other	Auxiliary cable for phones and tablets is located at the instructor station.

If you have questions about using the A/V in this room, please give us a call at (254) 295-4152 and we can schedule a time to train you on the equipment. Technicians are not typically assigned to events in this location.

This location's screen is setup as a 16:9 aspect ratio.

Fowler Board Room

Projector/Screen	This location has 2 projectors and screens
Computer	There is not a built-in computer, accepts HDMI connections
Microphones	Podium mic and mics at each seating location in the room
Wireless Mics	1 wireless clip-on microphone
Other	DVD player built-in

If you have questions about using the A/V in this room, please give us a call at (254) 295-4152 and we can schedule a time to train you on the equipment. Technicians are not typically assigned to events in this location.

This location's screen is setup as a 16:9 aspect ratio.

Hughes Recital Hall

Projector/Screen	This location does not have a projector or screen. A rolling TV may be brought in if it is available and requested.
Computer	There is not a built-in computer
Microphones	Wired mics are allowed
Wireless Mics	2 wireless mics (clip-on and handheld)
Other	

Hughes Recital Hall has a full 16 channel digital console and lighting program. There are preset lighting looks available to use without a technician present. There are 2 rolling TV's that may be used in this venue, however they must be requested and available for use.

Lord Conference Center

Projector/Screen	This location has 2 projectors and screens
Computer	There is a built-in computer in the control room (Mac)
Microphones	Wired mics are allowed
Wireless Mics	1 wireless clip-on microphone
Other	

Lord Conference Center has a small sound console for multiple microphone and/or instrument cables. There is a built-in Mac in the control room for use, however another computer can be used from the stage, this room has both VGA and HDMI inputs.

This location's screen is setup as a 16:9 aspect ratio.

Manning Chapel

Projector/Screen	This location has 2 projectors and screens
Computer	There is a built-in computer in the control room (Mac)
Microphones	Wired mics are allowed
Wireless Mics	2 wireless handheld microphones
Other	

Manning Chapel has a full 16 channel digital console for multiple microphone and/or instrument cables. There are preset lighting looks available to use without a technician present.

This location's screen is setup as a 4:3 aspect ratio.

Mayborn Arena

Projector/Screen	This location does not have a projector or screen*
Computer	There is not a built-in computer
Microphones	Wired mics are allowed
Wireless Mics	2 wireless handheld microphones
Other	

Mayborn Arena has the option for microphone and/or instrument inputs, there is also a lighting program to control the arena lighting and moving lights. Preset lighting is available by the preset panel located on the NE corner of the arena and in the control room.

McLane Great Hall

Projector/Screen	This location does have projector(s) and screen(s) depending on the room setups
Computer	There is not a built-in computer
Microphones	Wired mics are allowed
Wireless Mics	2 wireless microphones
Other	

McLane Great Hall can be setup in a variety of ways depending on how the walls are setup. There are a limited number of inputs available per room (2 per room) for microphones and/or instruments. 2 wireless mics are also available for the Great Hall. This venue takes Windows computers with HDMI and Mac's with VGA connections only.

This location's screen is setup as a 16:9 aspect ratio.

Sue & Frank Mayborn Performing Arts Center

This venue is managed by Erik Vose, please contact him at pac@umhb.edu or (254) 295-5940 for any questions about the Audiovisual support in this venue.

WW Walton Chapel

Projector/Screen	This location has 2 projectors and screens
Computer	There is a built-in computer in the control booth (Mac)
Microphones	Wired mics are allowed
Wireless Mics	8 wireless microphones
Other	

Walton Chapel has a full 32 channel digital sound console and a full lighting program. Events in Walton Chapel should meet with Media Services at least 3 weeks before the event to make sure that the venue will be setup and ready for the event.

This location's screen is setup as a 16:9 aspect ratio.