
AV + PRODUCTION SPECS

AV + Production Contact

Eric Lieber, Producer
NHS Global Events
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NOTES AND TO-DO's

Main session set and ready by 2pm day prior
DMC arriving at 3PM with couch for stage

GENERAL SESSION REHEARSALS

Wednesday 5/31: 2PM – 6PM
Thursday 6/1: 7:30 AM – 8:00 AM before session start

ENCORE TEAM

Ashley Mlot, Sales Manager
Ashley.mlot@encoreglobal.com
630-745-0811

INTERNET HARD LINE AND WIFI ORDERS

Group WiFi 5/31, 6/1, and 6/2 for 350 users
Network Name: EquilarSummit
Password: Summit2023

WEDNESDAY, MAY 31

Exhibit Hall Load-In and Setup

Symphony ABCD
8:00 AM - 4:00 PM
Exhibit Booths

AV + Production:

Sound system
Encore-provided background music
Wireless HH on stand for announcements

Registration Desk Setup

Griffin Pre-Function North (Opposite wall of section F)
8:00 AM - 6:00 PM

AV + Production

Power drop with power strip

Exhibit Hall: Equilar Booth

Symphony ABCD
8:00 AM - 4:00 PM

AV + Production:

42" monitor mounted on client's 10x10 backdrop
(2) 22" monitors placed on highboy tables
Power drop with power strip

General Session Setup

Griffin EFGH
8:00 AM - 2:00 PM
350 people
Classroom

AV + Production:

Projection

(2) 9x16 FF Front with dress kits
(2) 10,000 Lumen projectors
Projector or gobo for logo

WEDNESDAY, MAY 31 - continued

VIDEO

I-Mag single camera package + record
Cue Light
Large speaker timer
Switcher
Confidence monitor (minimum 65")
Playback pro with computer and backup
(5) Clear com

AUDIO

Wired podium mic
(10) wireless lavs
(2) wireless handhelds (Q+A mics; client will provide runners)
Laptop audio connection for video playback
Direct box for client ipod (music playback)
Sound system package (we want great sound)

SCENIC + LIGHTING

Runoff P+D with LED uplights, stage wash

General Session Rehearsals - cxld

Exhibit Hall Reception

Symphony ABCD
5:00 PM - 7:00 PM
Exhibit Booths

AV + Production:

As set

Opening Reception

Pool Deck
7:00 PM – 9:00 PM

AV + Production:

Gobo projecting on deck (client bringing Size B gobo)

THURSDAY, JUNE 1

General Sessions

Griffin EFGH
8:00 AM - 5:00 PM
350 people
Classroom

AV + Production:

As set

Scheduled sessions:

7:30 AM – 8:00 AM (rehearsal)
8:00 AM – 10:00 AM (General Session)
10:20 AM – 11:20 AM (Breakout)
11:30 AM – 12:30 PM (General Session)
3:30 PM – 4:30 PM (Breakout)

Breakout Meetings (set by 9:00 AM)

Griffin EFGH
Symphony EF
Belle Meade I + II

AV + Production:

7.5' x 10' FF with trim
Projector
Lectern with gooseneck mic
Sound system
Flipchart with markers
Cable package for client laptops

Scheduled sessions:

10:20 AM – 11:20 AM
3:30 PM – 4:30 PM

THURSDAY, JUNE 1 – cont'd

Roundtable Meetings

1:45 PM – 3:00 PM (set by 12 Noon)

Arlington

Harpeth I + II

Tellico

Powell

Holston

Emory

Townsend

AV + Production:

Tripod screen, projector, lectern with gooseneck mic, sound system (if required)

Cable package for client laptops

Fidelity Power Lunch

Location TBD

12:30 PM – 2:00 PM

350 people

Rounds of 10

AV + Production:

Handheld wireless or wired mic for brief announcement

Sound system for music

Patch for client iPod

FRIDAY, JUNE 2

General Session

Griffin EFGH
9:00 AM - 10:00 AM
350 people
Classroom

AV + Production:

As set
Panel

Breakout Meetings

Griffin EFGH
Symphony EF
Belle Meade I + II

Scheduled sessions:
10:15 AM – 11:15 AM

AV + Production:

As set

General Session

Griffin EFGH
11:30 AM - 12:35 PM
350 people
Classroom

AV + Production:

As set
Panel

12:35 PM

END AND STRIKE