Fletcher Jones Foundation Auditorium: Checklist

Prior to reserving the Fletcher Jones Foundation Auditorium, please review this checklist.

**Schedule the use of the Fletcher Jones Foundation Auditorium**

☐ Reservations to use the auditorium for special events must be made through the Office of Student Development (818.767.0888 x117).

**Schedule Training**

☐ Prior to use, you will need to identify several people (at least two) to be trained to support your use of the auditorium. There is no centralized staff to provide event support. The training entails an overview and usage of the projector, video players, microphones, sound systems, and the lighting equipment. Make an appointment with a computer lab manager at 818.767.0888 x235.

**Contingency Planning Prior to Auditorium Use**

☐ Wireless Microphones: If you will be using wireless microphones, bring a spare 9 volt battery per microphone.

☐ Computer: No computer is provided in the Fletcher Jones Foundation Auditorium. You will need to bring a laptop, or reserve one from the Library. For critical presentations, bring a spare laptop along with your data on a flash drive for rapid transfer.

☐ Projector: The projector has two bulbs. If one burns out, the other one will continue to work (but the image will be dimmer). Due to the nature of technology, the projector can malfunction at any given time, so prepare for this eventuality (have handouts available, etc.)

**Prior to the event, do a dry run for Equipment Familiarization**

☐ Prior to use, the trained departmental employees who will be operating the audio/visual equipment (and ideally the presenter) should schedule a time with the Office of Student Development (818.767.0888 x117) for testing the equipment, and choosing the lighting for the day of the presentation. This way, problems can be addressed at that time rather than at the event. One important test is to synchronize your laptop with the projector so an image appears on both the laptop and projection displays.

**Get the facility unlocked just prior to your event:**

☐ Contact Security (818.767.0888 x208) to have the facility unlocked.
**At the Event:**

☐ Make sure the employees who will be supporting the equipment arrive early enough to double check everything, so any problems can be dealt with prior to the event.

☐ If the projector fails, call the Academic Computing Services department (818.767.0888 x401) to furnish a spare projection. Instructions for its use will be on the cart. Note: the image will be dramatically smaller and dimmer, and the cart may potentially block the viewing of the screen from some seats.

**After the Event**

☐ Clean up the auditorium and remove anything left behind.

☐ Report any problems encountered during the use of the auditorium to the Office of Student Development (818.767.0888 x117).