

SANTA FE ISD

TECHNOLOGY SERVICES

AUDIO/VISUAL EVENT SUPPORT

REQUESTS:

Requests for AV Event Support must be made in School Dude at least ten (10) business days in advance of the event. Once the request is made, a Technician will contact you to set up a time for on-site testing, which must be completed within 48 hrs prior to the event for optimal technical support. Please note: Any requests for testing and/or *changes* made less than 48 hours prior to the event may not guarantee a successful outcome of your presentation.

EQUIPMENT:

All On-site equipment will also need to be tested prior to the event. This includes, but not limited to the projector, projection screen, surround sound speakers and microphone(s). **Any outside equipment being used for the event must be brought at the time of testing.** **This includes the device that will be used during the presentation.

Below are some recommendations to keep in mind while creating videos or presentations to make sure they run smoothly during your production.

Laptops

- We recommended that media be accessed and delivered from a flash drive when possible.
- If the device is a non-ISD device, the media must be stored on the laptop or a flash drive as wireless internet may not be available.
- Macs, tablets, IPADS, etc are not recommended. If used, an adapter will be needed.
- Additional software cannot be installed on SFISD laptops

Videos / Movies

- Preferred format for Movies & Video Clips is Windows Media Video (WMV). While some conversion may be necessary, movies may also be created as MP4 (ideally MPEG4 or H.264), MOV (H264 & MPEG4) and AVI files.
- Regardless of which format you prefer, please remember to compress or render your videos. By doing so, your movie will transfer and load faster during your presentation with minimal loss in video quality.

PowerPoint Presentations:

- We highly recommend embedding video files into PowerPoint for a better flow of the presentation.
- A clicker may or may not be available.

SERVICE AND SUPPORT:

For any issues, questions or concerns please contact Technology Services by submitting a [Technology Helpdesk Ticket in Eduphoria](#) or by contacting Jonathan Stanton or the Campus Technician.