

# Audio Visual Equipment

**Audio Visual Requests: Minimum 14 Days Prior to Event Date**

| <b>Sound Speaker System:</b>  |
|---|
| <p>(1) Bose Speaker<br/>           (2) JBL Speakers<br/>           (4) JBL Speakers<br/>           (2) Subwoofers</p> <p><i><b>JBL Speakers</b></i><br/> <i><b>Include a Four-Channel Mixer</b></i></p> |

| <b>Sound Reinforcement:</b>  |
|--|
| <p>Wired Microphone<br/>           Wireless Microphone<br/>           Wireless Lavalier<br/>           Mixer 8-Channel<br/>           Mixer 12-Channel</p> <p><i><b>Technician Required</b></i><br/> <i><b>for Two or More Microphones</b></i></p> |

| <b>Projectors &amp; Screens</b>   |
|---|
| <p>Projector (7000 Lumens)<br/>           – HDMI Adapter Required</p> <p>Projector (8000 Lumens)<br/>           - HDMI or VGA Available</p> <p>*Projector (16000 Lumens)<br/>           – HDMI Adapter Required<br/>           *Technician Required</p> <p>Television (32" – 40")<br/>           Television (50" – 60")</p> <p>6' x 8' Screen<br/>           7' x 9.5' Screen</p> |

| <b>Projector Accessories:</b>   |
|---|
| <p>DI Box<br/>           HDMI Box<br/>           Power Point Remote<br/>           VGA Cord<br/>           Projector Table<br/>           DVD Player<br/>           Video Splitter</p> <p><u><b>Projector Package:</b></u><br/> <i>Includes: Power Point Remote, Portable<br/>           Screen, Extension Cord, Power Strip,<br/>           Projector Table and VGA Cord</i></p> |

| <b>Lighting:</b>  |
|---|
| <p>(5) Uplights<br/>           (10) Uplights<br/>           Podium and Panel Lighting</p> |

| <b>Misc. Audio Visual Equipment:</b>  |
|---|
| <p>Extension Cord<br/>           Power Strip<br/>           5' Room Divider<br/>           20' Room Divider<br/>           Grand Piano<br/>           Baby Grand Piano<br/>           Setup/Breakdown<br/>           Stage Plants</p> |

**All Boxes Must be Shipped and Labeled as Follows:**

**Ko'olau Ballrooms and Conference Center**

**Attn: Event Service Manager:** \_\_\_\_\_

**Group Name:** \_\_\_\_\_

**45-550 Kionaole Road  
 Kaneohe, HI 06744**

PLEASE NOTE: Ko'olau Ballrooms will accept (5) complimentary boxes.  
 Each additional box is \$10.00 per box. If you are shipping a pallet the cost is \$100.00 per pallet.

Tracking Number: \_\_\_\_\_ Delivery Date: \_\_\_\_\_