



# EVENT TECHNOLOGY PACKAGES

*Radisson*<sup>®</sup>

RADISSON PLAZA HOTEL & SUITES  
KALAMAZOO · MICHIGAN



Our passionate **Event Technology (ET) team** is here to create unforgettable experiences with top-notch service and innovative solutions. We stay ahead of the curve, ensuring our equipment and expertise meet your unique needs. Our **AVIXA-Recognized AV Technologists** are committed to excellence and building a partnership that puts your mind at ease. From planning to execution, we're your trusted partner in bringing your event to life.

## DEDICATED EVENT TECHNICIANS

### HOW DO YOU KNOW WHEN YOU NEED A DEDICATED TECH OR NOT?

This typically depends on the technical demands of your event. In general, a dedicated technician for your event provides the following advantages: professional expertise in managing event technology, effective troubleshooting for technical issues, customization of technical setup to meet specific needs, the ability to focus on other event aspects, and peace of mind knowing technical aspects are handled efficiently for a successful event.

**Dedicated Event Technicians** are working exclusively on your event to assist with all of your event technology needs such as:

SOUND QUALITY CONTROL    PRESENTATION CONTROL  
 IMAG (CONDITIONS APPLY)    LIGHTING ADJUSTMENTS  
 MUSIC

To ensure quality, Dedicated Event Technicians are required for 3 or more wireless microphones, multiple speakers, custom lighting and design packages, multiple concurrent break out rooms, and sound or video board operations.

**MINIMUM 2 HOURS** INCLUDING REHEARSALS AND EVENT  
 Per Hour                      90

"THEIR BANQUETS AND AV TEAMS WERE INCREDIBLY PATIENT, COMPETENT, AND ACCOMMODATING. EXTRA AND LAST-MINUTE REQUESTS WERE HANDLED PROMPTLY AND PROFESSIONALLY."

— SUZANNE W.



# REMINDER

RENTAL PRICES ARE CHARGED PER DAY. NO ALLOWANCES WILL BE MADE FOR EQUIPMENT THAT WAS ORDERED AND DELIVERED, BUT NOT USED. ALL PRICES ARE SUBJECT TO APPLICABLE SERVICE CHARGE AND MICHIGAN SALES TAX.

# Event Technology Packages

Please Order Your Lighting and Event Technology Needs Through Your  
Convention Services Manager and Event Technology Manager

PLEASE INFORM YOUR CONVENTION SERVICES MANAGER OF YOUR CABLING AND CONNECTION NEEDS



Arcadia Ballroom

## BALLROOM SINGLE PROJECTION

600

- 1 — 6000 Lumen Laser Projector
- 1 — 16'x 9' HD Wide Screen
- HDMI Connection, Basic Adaptors
- Power for Guest Provided Laptop

**BALLROOM DUAL PROJECTION** 1200  
SHOWN IN PICTURE

Sound not included.



Stone Theater

## STONE THEATER PROJECTION

450

- Rear Projection on 105" Wide Screen
- HDMI Connection, Basic Adaptors
- Podium Microphone
- Presentation Sound
- Power for Guest Provided Laptop

"THE CONVENIENCE OF ITS LOCATION, ACCESSIBILITY, AND FOOD WAS GREAT THIS YEAR,  
AND THE TECH GROUP IS TOP-NOTCH"

— FELICIA L.

# Event Technology Packages

Please Order Your Lighting and Event Technology Needs Through Your  
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Meadows

## MEETING ROOM PROJECTION

300

- 1 — Projector on ET Cart with Power
- 1 — 8'x 8' Tripod Screen
- HDMI Connection, Basic Adaptors
- Power for Guest Provided Laptop



Glens

## REAR SCREEN PROJECTION

450

- 1 — Projector on ET Cart with Power
- 1 — 8'x 8' Tripod Screen
- HDMI Connection, Basic Adaptors
- Power for Guest Provided Laptop

## PROJECTION SUPPORT

125

- 1 — 8'x 8' Tripod Screen
- 1 — Powered ET Cart
- Guest Provides LCD Projector, Cabling,  
and Laptop



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Meadows

## 70" FLAT SCREEN

300

1 — 70" Flat Screen with  
Cable Connections

1 — Powered ET Cart

SHOWN ABOVE

## PORTABLE SOUND SYSTEM

350

2 — Powered Speakers

1 — Mixer with 4 Channels  
and Cables

1 — Wired Microphone

## POWER CHARGING

350

1 — Power Outlet Per Person for  
Attendees' Devices

Exceeding 50 Guests will Require  
a 208/110 amp Power Drop

SHOWN ABOVE

# Event Technology Packages

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## FLIP CHART PACKAGES

Includes Flip Chart Stand, (1) Pad, and Assorted Markers

Post-It® Pad Package	75
Standard Pad Package	60

Additional Pads Available  
See page 11

## LED ART WALL

1250

Captivate Your Audience with Dynamic Video Art that Supports the Theme of your Event



"THE STAFF WERE TRULY PHENOMENAL AND TRULY WORKED TO RESOLVE ANY LAST MINUTE ISSUES OR CHANGES. I TRULY FELT THEY WANTED MY EVENT TO BE A SUCCESS!"

— AMANDA B.



# Hybrid Meeting Packages

Please Order Your Lighting and Event Technology Needs Through Your  
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## INTERACTIVE HYBRID MEETING PACKAGE

PRICING BASED ON EVENT

### RECOMMENDED FOR UP TO 25 GUESTS ONLY

Designed for Interactive Groups Using Guest Provided Video Conference Platform

- 1 – 80" Monitor
- 1 – Ultra HD PTZ Camera with Remote Control
- 2 – Ultra-Low Distortion Speakers
- Microphone Pods with Mute Controls
- Hard-Wired Internet Connection for Live Stream
- Laptop (Optional)

*For guest provided laptop, ask for details on laptop requirements*



## LIVE STREAM MEETING PACKAGE

PRICING BASED ON EVENT

Designed for Single Feed Live Stream Events Using Guest Provided Video Conference Platform

- 1 – HD Video Camera
- 1 – Laptop for Live Stream
- 1 – Microphone
- In-Room Sound System
- Lighting Package
- Production Switcher
- Video Capture/Streaming Unit
- Hard-Wired Internet Connection for Live Stream
- Dedicated Camera Technician
- Video Recorder (Optional)

THANK YOU FOR REMOVING THE STRESS AND WORRY OF TECHNOLOGY ISSUES! IT  
ALLOWS ME TO FOCUS ON OTHER ASPECTS OF THE EVENT KNOWING THAT YOU HAVE MY  
TECH NEEDS ALL TAKEN CARE OF."

— KATHY S.



# Event Technology Equipment

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## AUDIO

Catch Box Microphone SHOWN ABOVE	200
Conference Push-To-Talk (PTT) Microphone	75
Microphone Wireless - Lavalier	125
<i>Compact and Clip On – Good for interviews and presentations</i>	
Microphone Wireless - Earset	125
<i>Stable and Secure – Great for high-movement keynote speakers and dynamic situations</i>	
Microphone Wireless - Handheld	125
Microphone Wired	125
Mixer – 4 Channels	90
Mixer – 16 Channels	325
Presentation Sound Connection	100
Music for Ambiance WIDE VARIETY AVAILABLE	100
DI Box	75
Wired Podium Microphone	125
USB Interface	100

### NOTE:

NO OUTSIDE EQUIPMENT MAY BE CONNECTED TO THE IN-ROOM SOUND SYSTEMS

# Event Technology Equipment

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## VISUAL

Digital Podium SHOWN ABOVE <i>Guest Provided Logo</i>	130
Powered Wooden Podium	100
Gray Carpeted Podium	50
Powered ET Cart	50
Video Switcher	500
Video Splitter	100
Laptop Computers	250
8' x 8' Tripod Screen	100
9' x 5' Rear Projection Screen	275
Confidence Monitor SHOWN ABOVE	250
Countdown Clock	125
PTZ Cameras	250
Screens Only — Arcadia <i>Dual</i>	600



# Event Technology Equipment

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## LIGHTING



CUSTOMIZED DYNAMIC LIGHTING — LOBBY



CUSTOMIZED DYNAMIC LIGHTING — ARCADIA BALLROOM



GOBO — LOBBY



GOBO — KALAMAZOO ROOM



LED UPLIGHTS



LED UPLIGHTS

Star Drop Drape

250

Black

GOBO

200

Available Locations: Arcadia Ballroom & Kalamazoo Room

GOBO

150

Available Locations: Lobby

Portable Stage Lights

150

Customized Dynamic Lighting

150

Available Locations: Lobby

Customized Dynamic Lighting

250++

Available Locations: Arcadia Ballroom & Kalamazoo Room

LED Uplight

50/light



# Event Technology Equipment

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## INTERNET

### WIRELESS

Per 30 Devices 150

### WIRED

*Required for streaming*

Per Line 125

### NOTE:

SPECIFIC SPEEDS NEEDED MAY RESULT IN ADDITIONAL CHARGES

## SUPPORTING EQUIPMENT

Power for Exhibit Table Tops/Booths 30

*1 – Extension Cord 1 – Power Strip*

Power Strip 15

Electrical Outlet Access Only 15

208/110 Amp Power Drop 250

3 Phase Power for Distro 600

PerfectCue 50

Wireless Presentation Remote 50

Hybrid Meeting Experience 200

*Recommended for groups of 8-12 people*

Adaptors 25

HDMI Cables

*Prices vary depending on length*

Phone with External Connection 125

*Consult with your CSM/Event Technician for more info.*

Post-it® Flip Chart Pad 40

Flip Chart Pad 30

Assorted Markers 25

*Flip Chart Or Dry Erase*

Whiteboard with Markers 50

Flip Chart Stands 25

Tripod Easel 25

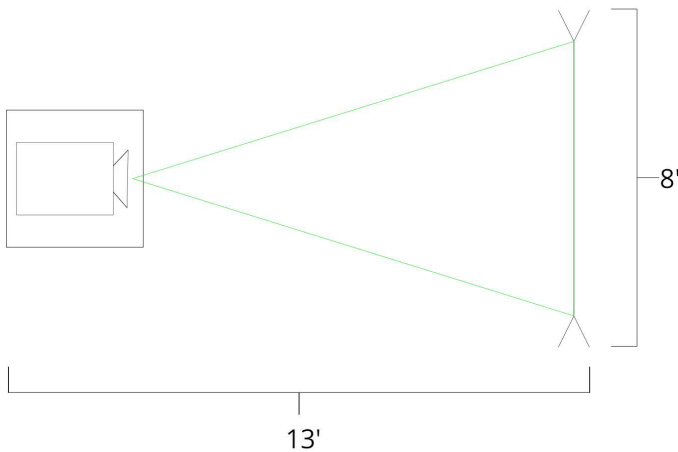
# Frequently Asked Questions

## What is a presentation sound connection and do I need it?

A presentation sound connection is a system that allows audio to be played through the projection package, typically used for presentations or events where sound is important. Whether or not you need it would depend on the specific needs of your event.

## How much room does a single projection package take up?

Our Standard Single Projection Package requires the placement of the screen and an unobstructed distance of 13 feet to accommodate the projector and the cart it is on.



## When should I use a TV screen vs portable projection package?

When to use a TV screen vs a portable projection package would depend on factors such as the size of the audience, the layout of the room, and the desired visibility of the display. TVs tend to be a good choice for smaller meeting spaces or as a secondary display for the periphery of the room in larger settings.

## Can I have multiple dual projection packages?

Yes, it is possible to set dual projection packages in multiple rooms and to chain them together in the same room essentially turning it into a quad package. This can be a good option where you want to ensure maximum visibility or where the setting of the event/space creates blind spots with a standard dual package.

## Dynamic lighting? Do I need it? What does it cost?

Our Dynamic Lighting Package means the opportunity to have the lighting custom-tailored to your event's brand colors, wedding colors, or whatever you would like. This includes a 1:1 consultation with one of our talented lighting designers. This package can absolutely transform the look of your event! This service starts at \$250 per event.

## What do you need to set up your hybrid or live stream meeting for success?

Setting up a hybrid or live stream meeting for success would involve ensuring a stable internet connection, adequate video and audio equipment, and testing the setup before the meeting begins. We have a few methods of approaching hybrid meetings that depend on variables like the size of your event, the amount of interaction between virtual and live attendees, the event space you are utilizing, etc. For this reason we suggest a 1:1 consultation with your CSM and one of our AV technicians to recommend the best option for your needs.

## How do you know when you need a dedicated tech or not?

This typically depends on the technical demands of your event. In general, a dedicated technician for your event provides the following advantages: professional expertise in managing event technology, effective troubleshooting for technical issues, customization of technical setup to meet specific needs, the ability to focus on other event aspects, and peace of mind knowing technical aspects are handled efficiently for a successful event.

## Where would I plug my computer in upon arrival?

The default setup for wiring a client's laptop would follow this order:

1. Podium – *This is the default setup.*
2. Presenter Table – *Used unless the podium is requested.*
3. Other Locations – *If neither a podium nor a presenter table is available, coordinate with your Event Technician.*

# Frequently Asked Questions

## Do I need a mixer?

A mixer is used to combine and control audio inputs. We require a mixer for any event that exceeds (2) audio sources. For example, a single mic and a presentation sound connection would not require a mixer, however, 2 microphones and a presentation sound connection would.

## What kind of microphones do you have available for your speakers?

We utilize SHURE Wireless systems and have both handheld and lavalier options available. We also have wired gooseneck microphones for static placement at a podium.

## Can I bring my own microphones?

Yes, as long as you supply your own speakers as well. We do not allow outside equipment to tie into our house systems. The singular exception to this is if a speaker has their own over-the-ear headset that they want to connect to one of our transmitters. In this scenario be advised that the SHURE belt packs utilize a TA4F connector so the personal mic will need to accommodate this, or the speaker will need to supply their own adapter.

## My vendors need a power strip and extension cord, what are my options?

We can supply vendors with these materials. Please see our AV menu for base rates.

## Can I stick Post-It Notes etc on the wall?

Post-Its can be attached to the wall using either the original sticky backing or blue painter's tape. It is important to note that no other adhesives should be used on the wall surfaces. While Post-Its can be displayed on the walls, writing on them with markers is not allowed as it may cause bleeding and staining on the walls underneath.

## How do we charge for WIFI?

WiFi charges are \$150.00/30 Devices.

## How many Post-It flip charts do I need?

As many as you want, though if used for breakout sessions during a meeting, a good rule of thumb is 1 per small group.

## What kind of podium do I want?

It ultimately depends on your needs and preferences.

- If you value technology and interactivity, a digital podium may be your best option. It would allow you to display digital content and engage your audience dynamically.
- A wood podium could be a good choice if you prefer a more traditional and classic look. It would provide a timeless and elegant appearance to your presentation or speech.
- If budget is a concern and you simply need a basic podium for speaking engagements, a carpeted podium may be sufficient for your needs.

## Do I need a power drop?

A power drop is a connection point for power outlets. Whether you need one would depend on the power needs of your equipment and setup. We typically recommend these for events utilizing a live band, or for demonstrations employing appliances that can trip electrical circuits such as toasters, blenders, etc.

## What music is available for Music for Ambiance?

We utilize Pandora for Business for our music selections and can select any style or playlist available in the Pandora library.

## What is a confidence monitor or a countdown clock?

A confidence monitor is a screen that displays the presenter's slides or notes, while a countdown clock is used to keep track of time during a presentation.

## What is the difference between ballroom projection and single projection?

Our standard projection packages utilize 8x8 pop-up screens and can be moved to any spot in any room as they are modular/temporary setups. Our Ballroom package uses built-in 9x16 foot screens and brighter projectors resulting in a much more visually engaging presentation that is custom-tailored to work the space.

## Which rooms have built-in projection set ups?

Arcadia Ballroom and Stone Theater.





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