AV Steward Job Description

**Livermore Amador Valley Garden Club**

**July 2022**

**Prepared by Nile Runge**

## Equipment storage

Store the following equipment at home:

* Projector Table
* Sound system/speakers
* Projector
* Extension cord, power strip

## Tasks the night of the meeting:

1. Set up equipment at 7pm before meeting (1/2 hour)
* Speakers
* Amplifier (two microphones)
* Microphone
* Lavalier microphone
* Projector table & projector
* Computer (Usually provided by speaker)
* (Projector screen is provided by school on stage)
1. Understand how to operate projector
* HDMI
* USB
* Remote control
* Zoom/focus/keystone
1. Work with speaker to run presentation
* Fit speaker with Lavalier microphone
1. After meeting take-down and repack equipment (1/2 hour)