

Federal Way Washington Stake Fall 2024 Stake Conference Technology Plan

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Requirements

Standing orders

- Technology is to be as invisible as possible to not distract from the spirit
- Everything should be tested ahead of time
- Technology is an aid, if something fails the meeting will continue.

Leadership Session

- Lavalier Mic for GA
- Two Hand Mics for audience members
- Projector
- GA laptop computer display of slides and video from front of rostrum
- SP display of slides from AV booth
- Monitors on Stand

Adult Session

- Lavalier Mic for GA
- Two Hand Mics for audience members
- Projector
- GA laptop computer display of slides and video from front of rostrum
- Translation (Korean, Spanish, Samoan) to local transmitters covering chapel and cultural center.
- Monitors on stand

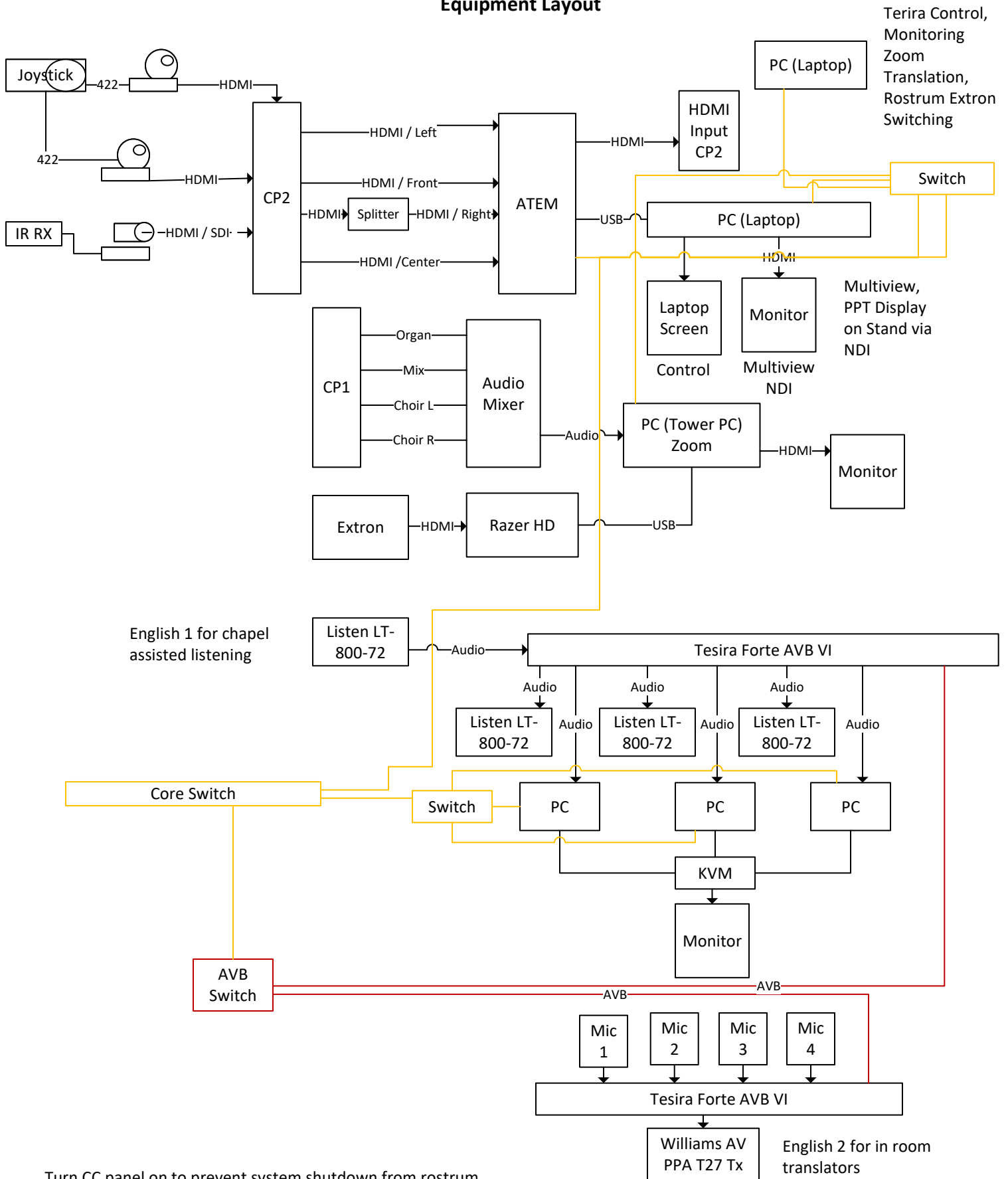
Youth Session

- Lavalier Mic for GA
- Projector
- GA laptop computer display of slides and video from front of rostrum

General Adult Session

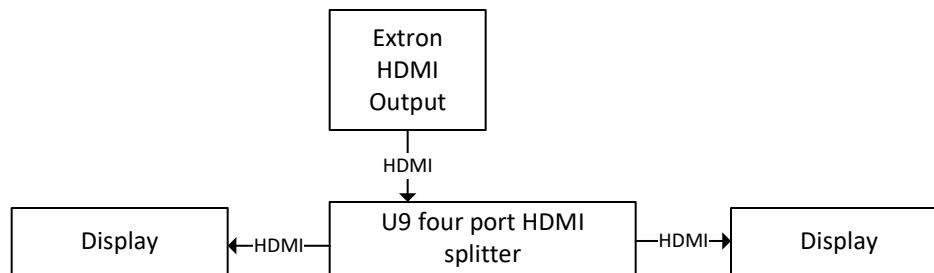
- Monitors on Stand, Cultural Center, and Children's Meeting Room
- HD Camera video of speakers
- Zoom of General Session. Links available on <http://federalwaystake.net>, <https://broadcasts.churchofjeuschrist.org> and via the Stream app. On website include dial in link.
- Translation (Korean, Spanish, Samoan) to local transmitters covering chapel and cultural center.
- Zoom Interpretation feed (Korean, Spanish, Samoan) attached to main Zoom feed.
- Stake Choir microphones for Zoom session. No local sound reinforcement needed.

Equipment Layout



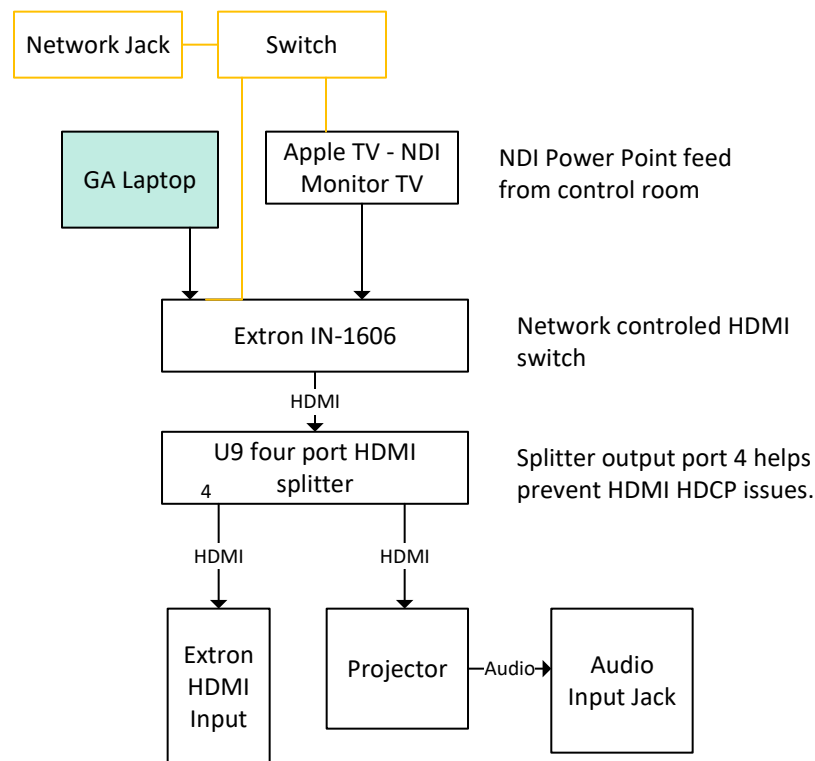
Turn CC panel on to prevent system shutdown from rostrum

Rostrum Display Detail



This is program output for those seated on the stand.

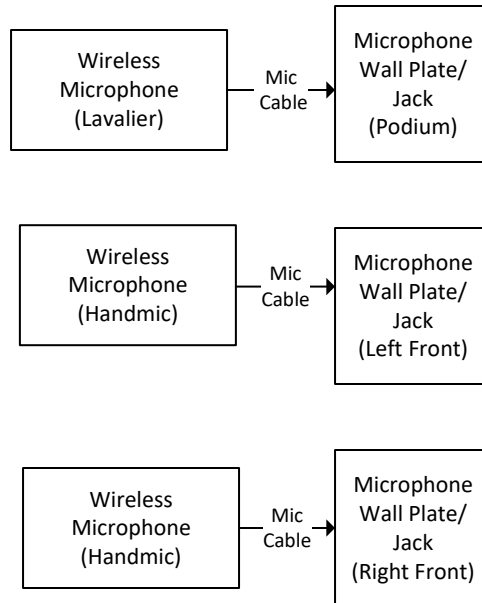
Rostrum Projection Detail



Notes:

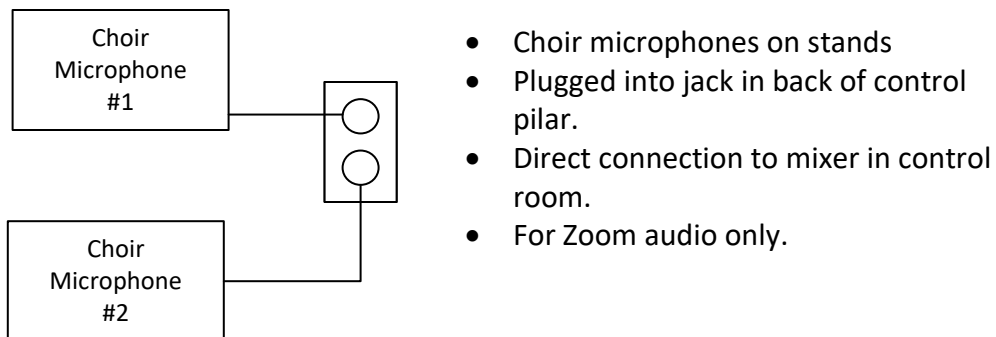
- Projector audio volume is set to 100%
- Congregation audio is set using knob on audio input jack.
- While HDMI Audio input is possible, direct wiring from projector to audio input jack is more robust and gives presenter audio volume control from the stand as well as when teaching from in front of rostrum
- Discreetly route cables and secure with Gaffers tape.
- Place power strips under children's stool and place equipment on top of children's stool to keep off floor and reduce likelihood of it being stepped on.
- Cover electronics with black cloth to reduce distractions to speakers / leaders seated on rostrum.
- Test everything ahead of time.
- Technology is to be as invisible as possible.

Wireless Microphones Chapel

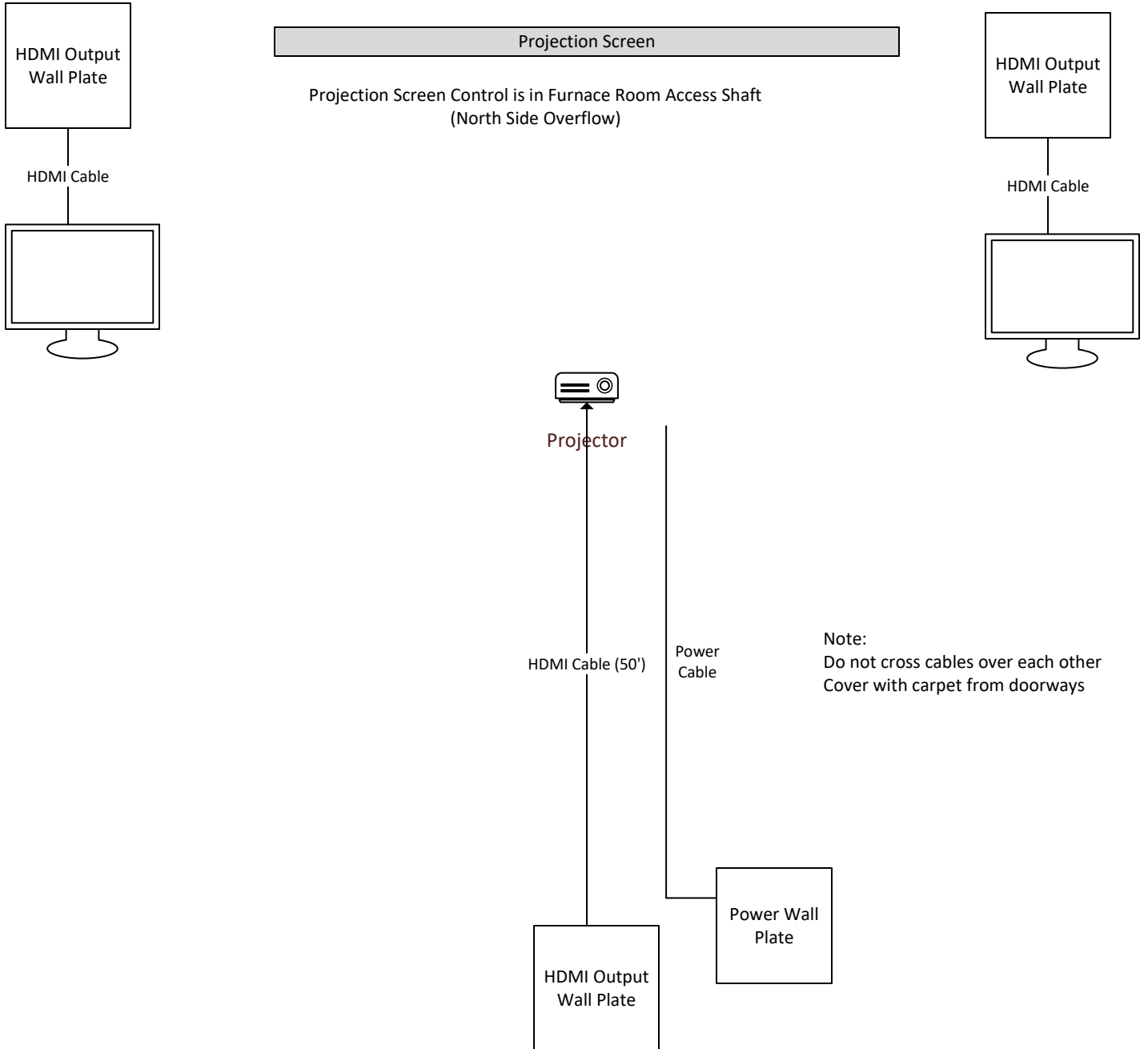


Not needed for Sunday General Session

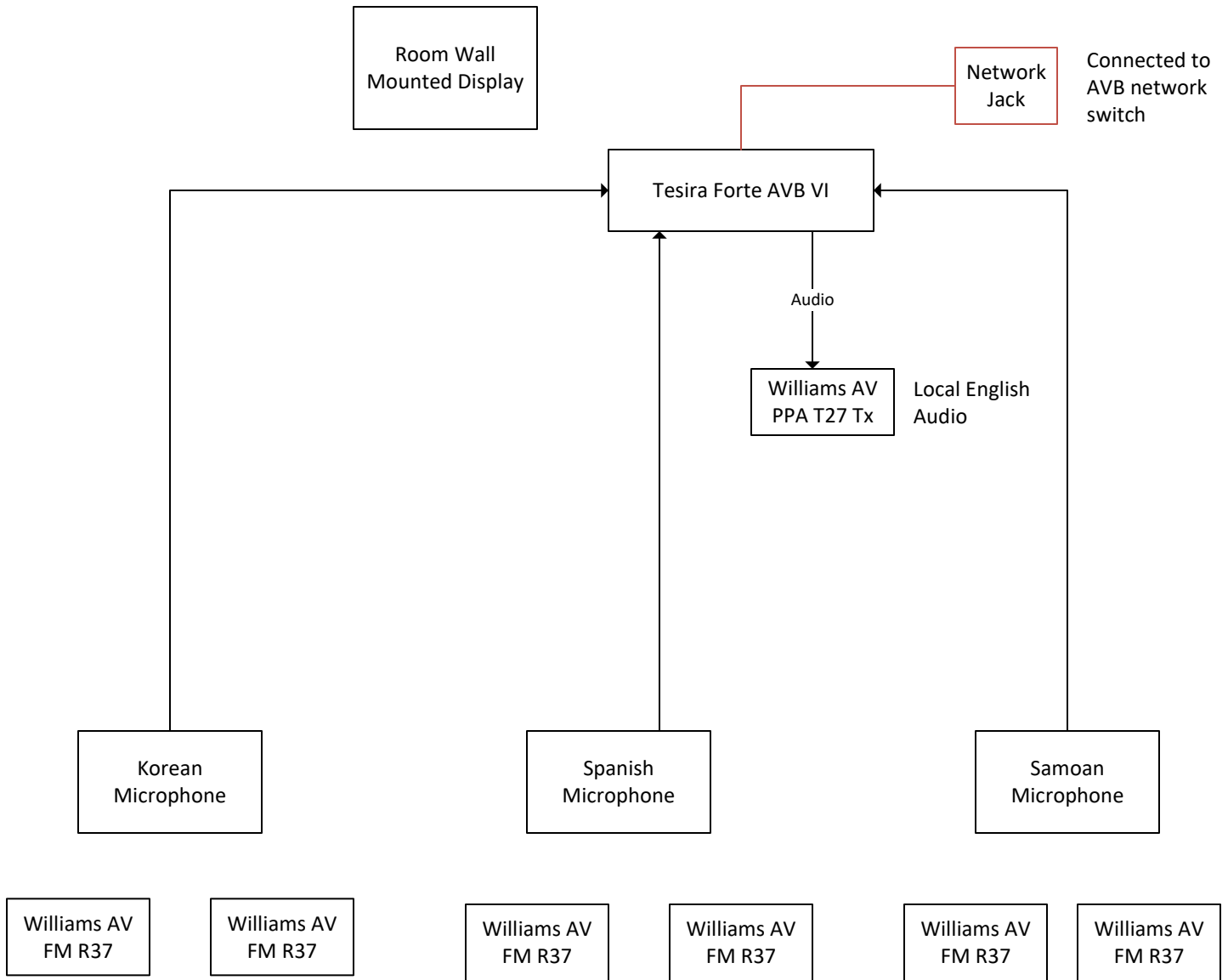
Wired Microphones Chapel



Cultural Center



Childrens Meeting Room Used for Translation



Frequency Plan

Frequency	Listen	Williams	Comtek	Use
72.1000	A	A	A (1)	English
72.2000	K	K		
72.3000	B	B	B (2)	English (Secondary)
72.4000	N	N		
72.5000	C	C	C (3)	
72.6000	O	O		
72.7000	D	D	D (4)	
72.8000	P	P		
72.9000	E	E	E (5)	
74.7000	I	I	I (9)	Korean
75.3000	J	J	J (10)	
75.4000	R	R		
75.5000	F	F	F (6)	
75.6000	S	S		
75.7000	G	G	G (7)	Samoan
75.8000	T	T		
75.9000	H	H	H (8)	Spanish

William AV 8 Channel Freq Plan

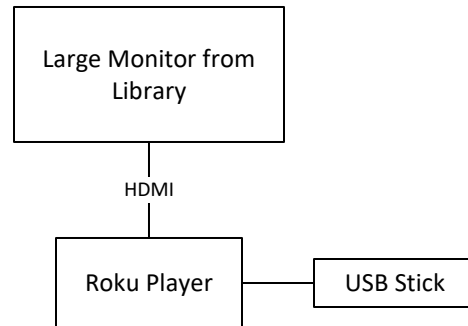
Freq (MHz)	Letter	8 Ch	17 Ch
72.1	A	1	1
72.2	K		10
72.3	B	2	2
72.4	N		11
72.5	C		9
72.6	O	3	3
72.7	D		12
72.8	P	4	4
72.9	E		13
74.7	I	5	5
75.3	J		14
75.4	R	6	6
75.5	F		17
75.6	S		15
75.7	G	7	7
75.8	T		16
75.9	H	8	8

5 Transmitters in use.

To avoid interference from overlapping frequency ranges we used an adaptation of the Williams AV 8 channel frequency plan with consideration of which channels were supported by all three major manufacturers.

English (Secondary) was for use by translators to monitor the chapel since English was out of range.

Information Kiosk



Prepare three slides

- Leadership Session
- Adult Session
- General Session.
- Place South Foyer on right side of door to chapel
- Include instructions on special accommodations such as where to checkout ALS receivers, receivers for translation, and where to find event support staff.
- Have ushers assigned ahead of time to assist members so technology staff are not encumbered with that role.

Security Plan

- Exterior doors to Stake Suite are to be locked during conference.
- Doors adjacent to South and West parking lot are to be unlocked (3) all other doors are to be locked.
- Ushers are to monitor South and West parking lot doors to Stake Center
- Ushes are to monitor all chapel doors and cultural center doors within building.
- All valuable equipment (Microphones, Audio processors, Projectors, Translation, etc.) are to be secured in locked rooms within building or removed from building at night.
- Cables and power supplies can be left in place to aid in setup between conference days.

Receiver and Headset Distribution

- Each unit is to bring their portable translation case to the Adult and General Sessions of conference.
- Distribution location will be a table in North foyer.
- Prior to conference all receivers will be checked to ensure that they are on the correct frequency.
- Each ward/branch is to provide a member to manage the distribution and collection of receivers from their members.
- At the conclusion of conference the ward/branch is responsible for packing up their case and returning it to their building.
- Assisted Listening devices will be issued by the Stake Technology team as needed.