

Policies and Guidelines for the Borrowing of Video Wall Equipment

Guidelines when borrowing video wall equipment

1. File your request at least two weeks before the date when you plan to use the video wall equipment.
2. State if you need one video wall set or two.
3. State the nature and name of the event where use of the video wall is desired.
4. State the date when it will be used.
5. State the exact time when the event will start. Note that it takes around 2.5 hours to set up one video wall thus preparations need to start at least 2.5 hours before the event starts.
6. Provide the proposed floor plan of the event venue and where the video wall will be. The location will be need to be assessed for suitability for wiring and other concerns.
7. State how the video wall will be used and what inputs will be used such as laptops, video cameras, etc. Identify who will operate the equipment used for the inputs.
8. Identify who will be overall-in-charge of the event.

Policies regarding the borrowing of video wall equipment

1. First come first served policy.
2. The borrowing office must take care of the following (especially if request is approved):
 - a. Coordinating with the Physical Plant Office regarding transporting the video wall equipment to the venue and back to the storage,
 - b. Coordinating with the Physical Plant Office regarding provision of platform where the video wall equipment is to be located,
 - c. Coordinating with the Physical Plant Office regarding provision of electrical supply/electrical outlets for video wall equipment and other related equipment such as HDMI switcher, extenders, computers, etc.,
 - d. Coordinating with Audio Visual Office regarding the video wall operator during the event,
 - e. Coordinating with the HRMDO regarding the request for approval for overtime of personnel involved in the assembling and dismantling of the video wall equipment,
 - f. Providing breakfast meals for personnel doing overtime early in the morning to assemble video wall that will be used in the morning.
 - g. Providing dinner meals for personnel doing overtime immediately after office hours to assemble the video wall equipment for an event which starts between 6:00 and 8:30pm.
3. If venue is sufficiently dark, use LCD projectors instead.
4. If the video wall will be used outdoors and the weather service predicts rain during the event, the approved request will be cancelled.