



**Greenwich Library
Approved Technicians for the Cole Auditorium**

Cole Auditorium renters presenting programs that require operation of audio-visual equipment located in the projection booth must hire a Library approved and trained technician.

Normal rentals include a minimum of a lectern with a microphone and 2 additional microphones for a panel discussion.

*If there are needs beyond that including, but not limited to, PowerPoint presentations, videos, DVDs, CDs, audiotapes, and slides, the renter **must** hire one of the technicians from the list below.*

The Library does not train those from outside groups to run the booth equipment nor does it allow them access to the booth to run the equipment. The Library also does not provide Laptops for PowerPoint or computer presentations. Internet access is both wireless and wired.

In addition to signing a Library contract, renters must contact technicians from the list below and arrange directly with them to negotiate dates, times, and payment. Technicians must be paid the day of the program.

M Communications –

Stamford, Connecticut
Full Service AV Company
Provided at an hourly rate
Walter Whitehead Jr. (203) 348-2100

Jeff DeMaio –

Jeff DeMaio AV Services
www.jeffdemaio.com
info@jeffdemaio.com
Cell: (203) 219-2224

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