

Gavel Guide

A/V & STAGING REQUIREMENTS



The following identifies the audio visual requirements of a typical ROCK the Gavel Auction Event. If the event in question differs from what is outlined below, please contact a ROCK the Gavel representative immediately to ensure the proper arrangements are being made.

SILENT AUCTION (*Recommendation*)

The silent auction area requires sufficient sound to command a group of people drinking and socializing. Sound pushed from one side of the room will only serve to irritate those nearby and prove ineffective for those far away. The result will be people continuing to talk, thereby ignoring any announcements made.

EQUIPMENT

- Speakers at each end of the silent auction area, and 1 or more in between based on the size of the space.
- Wireless **handheld** microphone(s) to allow the Emcee or Auctioneer to circulate amongst the auction items while making announcements.
(Please confirm the number of microphones – 1 or 2 – with the Event Chair).
- Sound Technician to monitor levels during announcements.

CUES

- Parties in charge of background music and closing silent auction tables should have watches synchronized with the Auctioneer and/or Emcee.
- Announcements are typically made as follows:
 - 30 minutes prior to the first section closing
 - 15 minutes prior to the first section closing
 - 5 minutes prior to each section closing
 - 30 seconds leading up to each section closing.

LIVE AUCTION (*Rock the Gavel Requirements*)

The live auction is the feature fund raising activity of the event and requires superb sound quality to ensure guests can hear clearly and comfortably throughout the room. Under NO CIRCUMSTANCES should in-ceiling speakers be used. The goal is clear, full and balanced sound throughout the room. Also, as Rock the Gavel's Auctioneers move throughout the audience, the system must be checked for feedback hotspots.

EQUIPMENT

- Speakers that surround the audience intended for vocal performance.
- Mixing board to adjust tone and volume levels.
- Wireless microphone **dedicated** to Auctioneer's use
- Technician to perform sound check and monitor levels throughout the auction.
- Projector/Screens for pre-Auction Presentation and Auction slideshow (if applicable), to be placed to the sides of the Auctioneer (not behind).
- Steps at front of stage for easy passage into audience.

CUES

- Auctioneer takes stage as Presentation fades with live microphone.
- House lights up at least 2/3rds to full for live auction.
- NO SPOT LIGHTS on Auctioneer

NOTE: PLEASE AVOID TALL CENTERPIECES ON DINNER TABLES, AS THEY IMPEAD THE AUCTIONEER'S VIEW OF THE AUDIENCE.



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