



# Te Pae Christchurch Convention Centre AUDIO-VISUAL PRODUCTION GUIDE



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# 1. INTRODUCTION

Te Pae Christchurch Convention Centre offers excellent audio-visual and ICT solutions backed by a professional and experienced team, to allow our clients to create memorable experiences.

Te Pae Christchurch's integrated AV and ICT solutions include but are not limited to:

- Centre-wide, fully integrated audio, projection lighting and digital signage systems.
- Meeting rooms, complete with: smart lecterns with LED front panel and touchscreen 7,000lm laser projectors with recessed 160" screens; wireless handheld and lapel mics; installed ceiling sound system; touch panel control with multiple configurable options and full HD streaming capability from integrated PTZ cameras.
- Centre-wide, completely integrated digital signage solutions consisting of LED screens, projectors and LED panels.
- A fully converged hi-speed backbone network throughout entire centre with complete internet and local network redundancy.
- A complete AV inventory offering a wide range of lighting, audio and visual production equipment
- Internet service offerings delivered with the highest level of network security in mind.
- Optical fibre patching throughout across the entire centre.
- Hearing assistance throughout entire centre.

## 2. THE TE PAE CHRISTCHURCH TEAM

At Te Pae The Christchurch Convention Centre, the audio-visual and ICT teams work hand in hand to deliver a complete and seamless technical experience for every event. All members of the AV Production team have extensive experience both in audio-visual and ICT and continually upskill to ensure they consistently provide a world-class service experience for events.

Within the team, our AV Production Manager oversees all technical production in the centre, while the Senior Coordinators assist clients with more complex requirements, and the Production Coordinators look after the day-to-day technical operations.

No matter what your event requirements may be, our dedicated AV Production team will provide tailored solutions that will enhance your event.

### 2.1. AV Production Team Members

Name – Jake Eastwood | AV Production Manager

Name – Damon Lockwood | Senior AV Production Coordinator

Name – Mark Meyer | Senior AV Production Coordinator

Name – Oliver Buckley | AV Production Coordinator

## 3. AUDIO-VISUAL SERVICES AT TE PAE CHRISTCHURCH

When bringing an event to Te Pae Christchurch Convention Centre you can be assured that all your technical needs will be looked after by a dedicated and highly skilled AV Production team member.

The centre's AV Production department is integral in the successful running of your event and works closely with the Business Development and Event Coordination teams to ensure your requirements are captured, priced and actioned without delay.

The Te Pae Christchurch AV Production department is committed to delivering a seamless world class experience.

### 3.1. Technical Support

The Te Pae Christchurch AV Production team manage preparations, set-up, operate and pack-down all audio-visual, lighting, sound and rigging equipment. With a team of dedicated AV Production specialists and highly skilled technicians, Te Pae Christchurch has one of the largest groups of technical professionals working seamlessly under one roof.

- Floor Coordination
  - Floor Coordinators are your single point of contact once at the centre. This valuable service is offered at no extra cost to make sure your event is a seamless, personalised and stress-free experience.
- Dedicated Technical Operators
  - Depending on the level of technical requirements needed for your event, our highly skilled AV Technicians are available to manage the operation of equipment for your event.
  - All AV control will be discreetly incorporated into the room set-up to provide technical control and assistance to speakers, MCs and provide a client contact for that room.
  - Our skilled team includes sound operators, lighting designers, master riggers, technical directors, stagehands, video switchers and staging technicians.
- Centre Roaming Technicians
  - For each event, a Technician is available to assist clients with any technical issues they may have ensuring a quick resolution to any technical challenges. These Roaming Technicians can either be stationed outside a cluster of rooms or in a position that is easily accessible by clients requesting assistance.

### 3.2. Lighting, Sound and Audio-Visual

Te Pae Christchurch has a team of highly skilled individuals with specialist skills in each discipline. They focus on providing seamless solutions from a basic seminar in one of our state-of-the-art meeting rooms, to a full-scale gala dinner, live entertainment or variety show in our Auditorium or Rivers Room.

Not only does Te Pae Christchurch offer a fully integrated highly comprehensive set of pre-installed equipment, it also offers a large audio-visual, lighting and sound inventory for all your technical needs.

Some of our technical offerings include but are not limited to:

- Large installed and portable projection screens, from 160" to 350"

- HD Laser and bulb projectors from 3000lm to 10000lm Christie and Panasonic
- Media servers including Qlab, Resolume and Dataton watch-out
- HD/4K vision mixers
- Wireless and wired microphones
- Static and intelligent led and incandescent lighting fixtures
- Audio speakers, from discreet in-ceiling speakers and small format line array speakers to full range concert grade flown line array systems.

Please contact one of our AV Production team members to find out more about our full inventory.

### 3.3. Rigging

Rigging is a specialised field that requires expert execution to ensure the safety of everyone. Te Pae Christchurch exclusively provides all rigging services including banner hanging.

Our team is highly experienced and our highly qualified team of professional's work with safety as their number one priority. Our team also specialises in entertainment, theatre and exhibition rigging with a continued focus on safety.

Te Pae Christchurch offers an extensive inventory of rigging equipment, motors and control to truss and rigging hardware all managed by our in-house team.

For more information on standard room rigging configurations, please visit the resource section of this guide. For alterations or custom rigging solutions not available in the standard room configurations, please consult your dedicated AV Production Coordinator.

For more information on rigging please refer to our event guidelines and Safety Guidelines or contact your dedicated AV Production Coordinator.

### 3.4. Speaker Preparation

Running a world class event means ensuring that all presenters are prepared and confident before stepping out on stage.

Te Pae Christchurch offers a range of speaker preparation resources, from speaker preparation rooms which offer a quiet and stress-free thinking space, to a full mock meeting room set-up complete with identical smart lectern and control hardware to practice what the real thing will be like.

For clients wanting a private space, dedicated speaker prep set-ups are available for an additional charge. For more information, contact your dedicated Event Coordinator.

The centre also offers a fully integrated converged network, meaning that presentations can be loaded from a central location, tweaked in any room (whether that be a speaker preparation room or the boardroom or your own laptop connected to our in-house network) and then sent to any room for presentation. Additional set-up locations can be easily accommodated anywhere throughout the centre.

Every event is thoroughly assessed by the senior AV Production team to make sure the correct technical equipment and support is accurate for each event. Additional audio-visual resources are available based on your event requirements.

## 3.5. Digital Signage and Content Management

With over 35 fully integrated displays located throughout the entire centre, Te Pae Christchurch has your content solutions covered. These fully digital displays can be used for signage and branding opportunities. Te Pae Christchurch has extensive opportunities for custom content management for branding, advertising, or visual impact.

Signage opportunities include but are not limited to:

- Internal LED screen in pre function areas
- Internal LED panel screens located on all levels throughout entire site
- Internal LED panel screens at each entry/exit point in every room
- Mobile LED panel screens which can be in any location around the centre
- External LED screen located on the Armagh street side of the building.

The centre's digital signage is a fully integrated system which give fully flexible content options for any event. Wayfinding screens give your delegates a smooth and engaging visit. Activating digital signage screens around the centre for your event will provide a fully engaging and immersive experience for your delegates.

Te Pae Christchurch has a digital signage expert to fulfil your digital signage needs. All of our AV Production team members have extensive skills and experience in our digital signage system to make for a seamless experience. Our digital signage expert is experienced in content design and creation and content deployment. Having this in-house asset along with industry standard design programs means our clients will have onsite, ongoing support for their signage requirements from the sales period to the completion of their event.

For further information please see our Signage and Branding Guide.

## 3.6. Smart Lecterns

Smart Lecterns at Te Pae Christchurch make presenting easy. Each lectern has an in-built presentation PC and a 21" touchscreen control panel showing not only the identical image to that on the projection screen but giving full control of all AV features in the room. All rooms with a smart lectern have the ability to add an additional LED fold back monitor if required.

All smart lecterns are provided with the facility to plug in a laptop at the lectern. Te Pae Christchurch offers HDMI and Display port as standard, we also have multiple solution for laptops requiring connections other than those stated. Lecterns are also provided with a 3.5mm audio jack for laptop audio. All connections are fully switchable on the easy to understand control panel.

Speaker presentations can be fully ingested into the centre's network. Presentations can be loaded from a central control point anywhere in the centre and can be presented in any room throughout.

Additional equipment available for speakers includes but is not limited to:

- Presentation clickers – a wide variety of different styles to suit presenter's preference
- Presentation timers
- Fold back monitors.

All meeting rooms booked for an event will have the projector on and screen lowered with "how to" instructions projecting on screen 30 minutes before the client's arrival time.

If further technical assistance is required, please consult your dedicated Event Coordinator.

## 4. ICT SERVICES

Event related ICT Services are looked after by the in-house AV Production department in conjunction with the ICT department. This hybrid team has extensive skills in both audio-visual technical services, ICT infrastructure and networking.

Whether it is a large conference across the entire centre or a small seminar in one of our state-of-the-art meeting rooms, our team can tailor a solution for your event.

To ensure we offer a high standard of fast efficient seamless connectivity, Te Pae Christchurch can deploy up to 160 access points along with our fully integrated mobile network coverage within the building. We can also offer full Wi-Fi 6 connectivity.

### **Private premium network options:**

The Te Pae Christchurch team works actively with clients to provide tailored, custom solutions for events. The team also works with exhibitors requesting specific network and IT solutions.

Te Pae Christchurch offers a number of premium connectivity services with different bandwidth options for either single user connection (wireless or hard-wired) or group/delegate WIFI packages with unlimited data usage.

## 5. INTEGRATED ROOM TECHNOLOGY

Throughout the entire centre, you will find state-of-the-art, leading technologies integrated seamlessly. Every room in Te Pae Christchurch Convention Centre has been designed with seamless integration, infrastructure, and future proofing at its core.

Te Pae Christchurch also understands that meetings, seminars, and conferences are constantly evolving and changing. With this in mind, we have designed all our infrastructure to be flexible and to integrate new technologies for decades to come.

The centre manages all technical services including all in-house equipment, which is regularly maintained and upgraded to make sure clients have access to the latest equipment. Whether you require a small meeting set-up or a full-scale production for a gala dinner, Te Pae Christchurch offers the latest technology and highly skilled, professional team to make sure your event is successful.

Te Pae Christchurch offers a highly capable, fully redundant IT network infrastructure which has the ability to be hard wired into every room throughout the building. This allows us to create tailored custom solutions for any event and to keep up with fast-moving technological advancements.

While each room is set-up to cater for most events, our in-house, dedicated AV Production team will create a solution that is right for your event.

Please refer to our Venue Guide for more information on our services.

## 6. TE PAE CHRISTCHURCH SPACES

### 6.1. Te Pae Christchurch Auditorium

The Te Pae Christchurch Auditorium offers a wide range of technical services, whether it is set-up in split mode allowing for two 700 seat auditoriums or in full mode utilising the full 1,400 seats.

Some of the Auditorium's offerings are listed below:

- Full range concert grade line array PA
- Modular 4mm Pixel Pitch LED screen with the ability to create a 18m x 5m screen with custom flying configurations for split and full mode
- Full HD 12 input vision mixer with auxiliary outputs, streaming and recording capability
- High quality digital Yamaha sound console with up to 40 inputs and 16 outputs
- Custom smart lectern with vision control and presentation PC Built in
- Large rigging capability from stage rigging grid or lighting bridge FOH
- Technical control points throughout auditorium
- Stage management console either side of stage house
- 400a power lock capability on stage house prompt side
- Auditorium fully isolated to allow for the use of haze and smoke.
- Flexible technical operating positions

As well as an extensive fully integrated range of equipment, the AV Production department also has a vast majority of sound, lighting, audio-visual, rigging and staging equipment available.

Auditorium standard inclusions are:

- Standard back and side mask draping
- House lighting control
- Distributed audio for BGM and paging
- Standard house rigging as shown in centre plan
- House PA System
- Smart lectern with lectern mic
- White stage wash
- Lectern special.

For additional services and equipment, please get in touch with your dedicated Event Coordinator.

For floor plans please refer to the online toolkit.

### 6.2. Te Pae Christchurch Meeting Rooms

Te Pae Christchurch offers fully integrated meeting rooms with operable wall configurations to suit any size of event. The rooms can be set-up as either single or dual projection or in some selected clusters of room a large LED screen can be utilised.

For floor plans and CADs of the centre's meeting rooms, please contact your Event Coordinator.

Integrated technology in all meeting rooms at Te Pae Christchurch is included in the room rental.

Te Pae Christchurch meeting room inclusions as standard are:

- 7000lm HD Laser projector
- 160” retractable projection screen
- Smart lectern with lectern mic and laptop HDMI input
- Distributed ceiling and point source speakers
- Pc audio input at lectern
- House lighting with several pre-set lighting states
- Standard set of digital room signage
- Basic wifi.

Te Pae Christchurch can offer an extensive range of additional equipment to enhance your meeting or seminar.

The centre can also offer a range of rigging options for each meeting room. All rigging is exclusively managed by our in-house AV Production team. Please consult your dedicated Event Coordinator for further information regarding your rigging requirements

## 6.3. Te Pae Christchurch Rivers Rooms

The Rakaia and Waitaki banquet rooms are located on Level 1 of the building. Offering a spectacular setting and breath-taking views, each room hosts up to 500 guests or can be combined to host up to 1,000 guests.

Te Pae Christchurch features all production equipment to cater for a large range of functions, from a standard AV set-up to a fully customised production.

Rivers Room inclusions (at no additional cost) are:

- Standard house lighting with several pre-sets
- Full automated blinds throughout rooms
- Standard set of digital room signage
- Basic free Wi-Fi.

Additional integrated equipment includes, but is not limited to:

- Two 10000lm HD Laser projector
- Two 180” retractable projection screen
- Smart lectern with lectern mic and laptop HDMI input
- Distributed ceiling and point source speakers
- Pc audio input at lectern
- PTZ HD 4k camera for IMAG, stream or record
- Intelligent moving lighting installed for room lighting.

Te Pae Christchurch can offer a wide range of additional equipment to enhance your dinner or event.

The centre can also offer a range of rigging options for each meeting room. All rigging is exclusively managed by our in-house AV Production team. Please consult your dedicated Event Coordinator for further information regarding your rigging requirements.

For floor plans, please contact your Event Coordinator.

## 6.4. Te Pae Christchurch Pre-Function Spaces

Te Pae Christchurch boasts seven pre-function spaces throughout the building – suitable to host a large number of guests for a cocktail, speech or an informal gathering.

Each pre-function space is equipped with a set of standard inclusions at no extra cost, these are:

- Standard house lighting with several pre-sets
- Full automated blinds throughout rooms
- Standard set of digital room signage
- Basic free Wi-Fi.

The centre's AV Production department has highly skilled personnel to create custom content to enhance your event by utilising our digital signage.

The centre can offer a wide range of additional equipment to enhance your pre-function event.

Te Pae Christchurch can also offer a range of rigging options for each pre-function area. All rigging is exclusively managed by our in-house AV Production team. Please consult your dedicated Event Coordinator for further information regarding your rigging requirements

For floor plans, please contact your Event Coordinator.

## 6.5. Te Pae Christchurch Exhibition Halls

Te Pae Christchurch Convention Centre offers up to four Exhibition Halls which can be run in split mode separately or combined in full mode to create up to 3,300 sqm of space. These halls are great for exhibitions or large dinners. The Exhibition Halls are a blank canvas with the infrastructure to create amazing experiences.

The Exhibition Halls can accommodate a wide variety of set-up designs. The centre offers production equipment to cater for a large range of functions, from a standard exhibition set-up to heavily customised production set-ups.

Exhibition Hall inclusions (at no additional cost) are:

- Standard house lighting with several pre-set states.
- Standard set of digital room signage
- Basic free Wi-Fi.

Additional integrated equipment includes, but is not limited to:

- Full rigging system
- Distributed installed ceiling speaker system
- Full room perimeter draping
- Extensive trussing and rigging equipment.

Te Pae Christchurch can offer a wide range of additional equipment to enhance your dinner or event.

The centre can also offer a range of rigging options for each Exhibition Hall. All rigging is exclusively managed by our in-house AV Production team.

For additional services and equipment, please get in touch with your dedicated Event Coordinator.

For floor plans, please contact your Event Coordinator.