



STATE OF VERMONT
OFFICE OF LEGISLATIVE COUNCIL

USE OF THE STATE HOUSE PRESENTATION SYSTEMS

Many outside groups hold meetings at the Vermont State House. These events should always be scheduled through the Sergeant-At-Arms' office (802-828-2228).

- It is the responsibility of the outside group to provide, operate, and troubleshoot their own presentation equipment, including projectors. State House staff cannot be responsible for setting up or troubleshooting third-party equipment.
- Remember to bring extension cords and spare batteries for remotes, pointers, etc.
- Projection screens are available in the largest meeting rooms, including the House Chamber, the large meeting room (Room 11), and the small meeting room (Room 10). There are no screens installed in the Senate Chamber.
- The House Chamber projection screens are permanently installed on either side of the Speaker's podium. These have to be raised and lowered by State House staff (during business hours), or by the Capitol Police.
- The number of portable projection screens in the State House is limited. If your group requires screens in multiple locations, or multiple screens per location, you should bring your own.
- The House Chamber, Room 10, and Room 11 all have public address systems installed. The House Chamber system must be turned on and off by either the staff of the House Clerk's office (during business hours), or by the Capitol Police. The Room 11 and Room 10 public address systems are generally on at all times.
- A single 15-pin VGA connector at the Clerk's desk in the House Chamber is connected to two locations in line with each projector screen. State House staff can provide projector stands for these locations. A cable is available to connect a laptop's 3.5mm headphone jack to the public address systems if required.
- Some other rooms in the State House may have other presentation devices available. In all cases, only 15-pin VGA connections and 3.5mm audio connections are supported.

We very strongly suggest that you schedule a time at least 48 hours in advance of your scheduled date to test your equipment's compatibility with the State House systems. Contact Al Coccagna (acoccagna@leg.state.vt.us) or Michael Berry (mberry@leg.state.vt.us).