

F R E E M A N

AUDIO VISUAL OPERATIONS STANDARD

GENERAL SESSION LECTERN MICROPHONE PLACEMENT



Single Microphone

- **Affixing the microphone to lectern:**
 - **Use of a threaded flange attached to the lectern with wood screws is preferred.**
 - The flange should be located in the top center of the lectern as to minimize the visual impact.
 - If this is not possible, the flange should be positioned approximately 12" off of center, preferably on the side towards center stage.
 - **If using a threaded flange is not possible, a table-top microphone stand may be used.**
 - Placement of the table-top stand should be on the right-hand side of lectern to leave room for presenter materials.
- **Labeling and dressing cable:**
 - **Mic cable should be labeled with channel information, labeled a few feet from the female end.**
 - **NOTE:** Cable label must not be visible to audience or seen in camera shot.
 - **Cables must be neatly and inconspicuously dressed to base of lectern.**
 - **NOTE:** Dressed cable and/or Velcro must not be visible to audience or seen in camera shot.
- **Microphone placement:**
 - **Microphone should be able to be vertically adjusted to rest 6"–12" away from and just below the chin of a range of presenters.**
 - **Technicians should consult with the project manager or AE to determine if any presenters require special consideration (i.e. in a wheelchair, very tall basketball player, requires the use of a step or apple box, etc.).**
- **Using microphone:**
 - **Gooseneck should be checked for smooth, noise-free movement when microphone is live.**
 - **A windscreen must always be used with small-capsule lectern mics.**



Dual Microphone

- **Affixing microphone to lectern:**
 - Standards for single microphone placement apply as listed above.
 - If miniature microphones are being used (*i.e.* Shure MX412), the mics should be mounted together so that there appears to be a single mic stem.
 - Once the first mic is placed into a sturdy mic clip, the second mic should be attached to the first using small black plastic tie-wraps or narrow strips of black tape.
 - If it is not possible to mount the mics together, microphones heads should be brought together and secured to each other using a small piece of black electrical tape.
 - Tape should be applied in a manner that minimizes its visibility. A close review of all available camera shots should take place to ensure the dressing meets our standards.
- **Microphone placement:**
 - Standards for single microphone placement apply as listed above.
- **Using microphones:**
 - Standards for single microphone placement apply as listed above.
 - The purpose of dual microphones is to have a microphone available for backup should one fail. Both microphones should never be “live” at the same time during the show or comb filtering will occur.
 - Each input channel’s High Pass Filter (HPF) should be enabled at the console, if available.
 - Each microphone should be tested and EQ’ed individually.

