



Provisions for the Supply of Digital Media by Renter to The Woodstock Playhouse

If any audio or video files, i.e. music for playback or video/still images for projection, are to be utilized during the event, that media will be provided to The Playhouse technical staff with the following stipulations:

1. **Time** - Unless previously sent via email, Renter will provide all relevant media to Playhouse technical staff on the date of event as soon as possible after venue access is granted.
2. **Storage** - All media files will be contained on a **single USB Flash Drive** or **external hard drive** with a **USB Type-A connector**. Playhouse technical staff will not pull media files from phones, tablets, laptops or internet storage (icloud, dropbox, google drive, etc.). All relevant media for the event will be contained in a **single file folder titled "Woodstock Playhouse (Event Name) (Date)"**. The media files themselves will be clearly titled to match their use in the run of show, preferably with a preceding two-digit number (01, 02, etc.) indicating the files' order of use.
3. **Format:**
 - a. All audio files will be formatted in **.mp3** or **.wav**.
 - b. All video files will be formatted in **.mp4** at a resolution of **1920x1080**.
 - c. All still images will be formatted in **.png** or **.jpg**.
 - d. No media files will have any DRM or other forms of encryption.
4. **Use of outside devices** - Any digital devices (laptops, tablets, phones) being supplied by the Renter will be the Renter's responsibility to operate during the event as well as **providing any necessary adaptors** to properly tie in to The Playhouse audiovisual system. Compatible audio connections are **3.5mm (1/8 in.) TRS**, **6.25mm (1/4 in.) TRS**, or **XLR**. Compatible video connections are **HDMI** or **VGA**.
5. **Exceptions** - If any of the above stipulations are not feasible, Renter will discuss alternatives with The Playhouse Technical Director prior to the date of show.