Setup for Ukulele Groups

**At The Library**

Location: Huntsville-Madison County Public Library, 915 Monroe St SW, Huntsville, AL 35801. We meet every Sunday in the Special Events room on the Second Floor from 2 to 3:30 pm. Arrival time at the Library for setup: 1 pm. Membership in the LearningQuest program is $20 per year, due in January of the year. A membership card is issued which should be worn during any LearningQuest activity, including any appearances we make during the year (rally day, the annual summer picnic, and the annual business meeting in November); a lanyard is available from the LearningQuest office (which is open on Tuesdays and Thursdays). The Library website is <http://hmcpl.org/>. The LearningQuest website is <https://lquest.org/>. The UkeQuestors is a SIG (Special Interest Group) of LearningQuest.

Get the Remote Control for the Epson Projector from the Help Desk on the Second Floor.

If the leader or co-leader doesn’t have a laptop, one can be retrieved from a cabinet the LearningQuest office on the Second Floor. Request access from the Help Desk. There is also a small plastic container that contains a HDMI cable and other accessories.

**Setting up the Projector:**

* The AV Cabinet should be located about the middle of the wall opposite the main door to the Activities Room; there is a wall plate with the connections from the equipment in the AV Cabinet. The projector will display on the wall immediately to the right of the main door.
* Check that there is power through the Power Strip.
* Two piece of equipment in the AV cabinet (which will be in the Activities Room) need to be turned on. They are the top and bottom pieces of equipment.
* Plug your laptop into the Power Strip, and connect a HDMI cable between the laptop and the wall (second level in the outlet). Power up the laptop.
* Power on the Projector using the Remote Control (look for a green light on the far left side of the Projector).
* Press the HDMI button on the Remote Control. The image displayed on the wall should be what is on the screen of the laptop. On some laptops there is a Function button that controls video output.

To put the Projector in “standby” mode, press the Standby button on the Remote Control. The power light on the projector will turn from green to orange.

Reconfigure the placement of the tables and chairs for the group session.

After the session is over, return any borrowed equipment to the Help Desk. It is not necessary to put tables and chairs back in the same place as we found it. Of course, we’ll want to do a quick “policing” of the area and remove any trash, etc.

If a group wants to use Zoom or other meeting software, a second laptop will be needed (with Ethernet cable). The wall plate is at the far end of the wall immediately to the right of the main door to the room, about 20 or so feet from the AV wall plate. Other groups that have tried to broadcast live sessions like ours via Zoom have reported that managing the sound is quite difficult; we would need to have additional microphones, possibly an audio mixing board, and a dedicated Zoom operator. The group leader probably should not attempt to both lead the group and manage the Zoom connection; both functions would likely suffer.

Our point of contact is Darryl Palm of LearningQuest, [lqoperationsmanager@gmail.com](mailto:lqoperationsmanager@gmail.com). The new reservation system for the Library can only be accessed from the Library, so any changes must be made well in advance. Sound, DVD, and BluRay capabilities also exist but I have not requested this and have received no training.

An attendance roster report is sent to Bill Case of LearningQuest, [lqattendance@gmail.com](mailto:lqattendance@gmail.com). The subject of the email should have this form: “UkeQuestor SIG Attendance - June 20 - 6 Persons.” The body of the email only needs to contain your name, title and the name of the group:

Doug Anderson

Co-Lead, UkeQuestors SIG

Volunteer hours (monthly) report is made by email to “LearningQuest Volunteers,” [lqvolunteers@gmail.com](mailto:lqvolunteers@gmail.com). The email subject is “Volunteer Hours - UkeQuestors SIG.” The text should be something like:

I contributed 88 hours in the month of June on behalf of the UkeQuestors SIG of LearningQuest.

Doug Anderson

Co-Lead, UkeQuestors SIG

Rally Day is coordinated by Larry West, Coordinator Lead, [larrykwest@gmail.com](mailto:larrykwest@gmail.com)or [lq.coordinator.lead@gmail.com](mailto:lq.coordinator.lead@gmail.com).

Send photos of LearningQuest events to [LQUESTarchive@gmail.com](mailto:LQUESTarchive@gmail.com).

**At The Senior Center**

Location: Huntsville-Madison County Senior Center, 2200 Drake Ave SW, Huntsville, AL 35805. We meet in the Cafeteria from 1 to 2:30 pm on the first and third Wednesdays of the month. Arrival time at the Senior Center for setup: 12:30 pm. At 60 years of age you automatically become a member if you live in Madison County or are visiting someone here; people who living outside Madison County may also use the facility. There is no membership fee. Their website is <https://www.seniorview.com/>

Retrieve the projector from Becky Rollston, Activities Coordinator, 256-880-7081, [activities2@seniorview.com](mailto:activities2@seniorview.com). If her office is locked, she will leave it with at the Reception Desk near the main entrance. Return to Becky or to the Reception Desk.

Put tables and chairs back to where they were originally.