

Stage & Digital Screen Guidelines



Contact Information

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Welcome to Mississauga Celebration Square

Thank you for choosing our venue as a place to hold your next event. This document provides an overview of requirements that will enable your stage show to run smoothly and professionally.

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Venue Rental

Your stage rental includes:

- Use of the stage during designate hours
- Use of the basic sound and lighting equipment
- I promotional slide scheduled into rotation to advertise the event 1 week in advance

Stage Policies

- 1. At all times during an event, the stage will remain under the control of the Technical Coordinator or designate who will retain the right to limit, delay, or in extreme circumstances cancel shows.
- 2. City staff reserves the right to have any person or group removed from site.
- 3. Operational and technical requirements for an event should be agreed upon in advance with Technical Coordinator.
- 4. Technical staff are employees of the City of Mississauga; outside technicians are not permitted.
- 5. Mississauga Celebration Square requires that all groups provide a Stage Coordinator as a key volunteer for their event. This person must NOT be a performer or an audience member during any live event. The stage coordinator is responsible for all aspects of the stage show.
- 6. Access to the stage will be restricted until the Stage Coordinator arrives on site. It is recommended that the Stage Coordinator arrives 30 minutes before the first performer is scheduled to arrive.
- 7. Mississauga Celebration Square staff are not responsible for any items brought onto the stage area.
- 8. All personal items must be removed from the stage 10 minutes before show start time.
- 9. Access to the stage/backstage areas are restricted to approved scheduled times and under no circumstances are groups allowed on or back stage unless under the supervision of Mississauga Celebration Square staff.
- 10. The backstage area is limited to immediate performers and event organizers only.
- 11. No food or drink (with the acceptation of bottled water) will be allowed onstage unless specifically required and agreed upon in advance with the Technical Coordinator. This includes all setup and performance times.
- 12. All performers are required to wear appropriate footwear.
- 13. Hazardous materials, open flames, and pyrotechnics are not allowed on the stage. Some exceptions may apply if approved in advance in writing by Program Coordinator. All relevant licences, additional insurance and experienced personal will be the responsibility of the Event Organizer.
- 14. Confetti of any kind is prohibited.
- 15. At the end of the event the Stage Coordinator is responsible for the removal and disposal of any items no longer require by the group. Any oversized items must be disposed of offsite. The Stage Coordinator is responsible for completing final walk through and paperwork with Technical Coordinator.

CELEBRATION SQUARE

Stage Guide

Venue Equipment

<u>Main Stage</u>

Stage

- Stage Dimensions
 - 40' wide
 - o 40' long
 - 4' high Stage to ground
 - o 30' high Stage to Roof
 - Floor Type
 - Concrete
- Access
 - o Accessible Ramp located on Stage Left
 - o Stairs Located on Stage Left

Power

- Audio
 - 400A Dedicated for Meyer Milo Systems
 - 200A Company Switch for backline & Monitors
 - 40A Sequenced for equipment racks.
 - 40A for Broadcast Trucks
 - 60A disconnect for Concert Stage FOH 1, 2 positions
 - 200A disconnect dedicated for Delay Towers
- Lighting
 - 4 x 400A Company Switches
- Rigging
 - 200A Disconnect for powering of portage chain hoists

Lighting

- Fixtures
 - o 20 x Altmen OD-600A All Weather Par
- Console
 - ETC ION
- Dimmers
 - ETC Sensor Touring Racks

Audio

- Speakers (FOH)
 - Meyer Milo Line Array
 - Meyer M3D Subs
- Console (FOH)
 - Digico SD8
- Microphones
 - o 6 Channels of ShureUR24D UHF Wireless with Beta 87A









Venue Equipment - Continued

- Monitors
 - 7 x DFM's bi-amp boxes (7 + 1 listen 8 total).
 - o Crest Amps
- Snake
 - Opticore Network 48 channels FOH
 - Opticore Network 48 Channels Monitors
- Delay Towers
 - o Renkus-Heinz IC Live

Video

- Video Mixer Main Screens
 - Newtek Tricaster

Amphitheatre

Stage

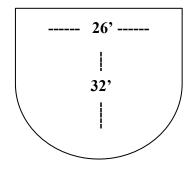
- Dimensions (Semi-Circle)
 - o 26 feet wide at the furthest point upstage
 - 32 feet long from up centre to downstage
- Floor Type
 - Concrete
- Access
 - \circ Square Level Access

Lighting

- Fixtures
 - 15 x Elation ELAR 180W LED PAR
- Console
 - ETC ION

Audio

- Speakers
 - LCR System
- Monitors
 - o 1 x Overhead







Venue Equipment - Continued

Microphones Are Shared Between all Locations.

Microphones (for information purposes only **Microphones availability varies**)

- Sennheiser UHF Wireless
- 8 x Dynamic Cardiod Vocal Mic
- 8 x Condenser Cardiod Vocal Mic
- 8 x Dynamic Cardiod Vocal Mic
- 8 x Dynamic Cardiod Vocal Mic
- 8 x Dynamic Cardiod Instrument Mic
- 6 x Condenser Cardiod Clip On Mic
- 8 x Dynamic Cardiod Instrument Mic
- 8 x Dynamic Super Cardiod Mic
- 6 x Dynamic Hyper Cardiod Mic
- 2 x Dynamic Cardiod Kick Drum Mic
- 2 x Dynamic Cardiod Kick Drum Mic
- 2 x Condenser Boundry Mic
- 2 x Condenser Cardiod Large Diaphragm
- 4 x Slim Line Condenser Mic
- 4 x Condenser Clip On Mic
- 4 x Active DI
- 8 x Passive DI
- 4 x Active DI
- 4 x Active DI
- 2 x Lectern Microphones

Shure Beta 58A Shure Beta 87C Shure SM58-LC Sennheiser e935 Shure Beta 57A Shure Beta 98D/S Shure SM57 Sennheiser e 609 Audix D2 Audix D6 Shure Beta 52A Shure Beta 91 Shure Beta 27 Shure SM81 Audio Technica ATM350 Radial J48 Radial JDI BSS AR113 Countryman 85 Shure MX412/C





Required Paperwork

Please submit the following information 5 weeks before your scheduled event. Templates are available upon request.

Performance Schedule & Digital Screen Schedule

- The Celebration Square Technical Coordinator will review the Performance & Digital Screen Schedule with the Event Organizer at the **Stage Production Meeting** and approve, or provide feedback/changes based on the technical capacity of the venue.
- The Technical Coordinator manages and approves <u>ALL</u> aspects of the Main Stage & Digital Program Screens.
- The Schedules should document everything that will happen from the time that the group arrives on stage to the time that they leave. (Includes group setup, sound checks, breaks, show acts, strike).

Stage Décor

- A description of what we will see on stage. Event Organizer must include any plans for non-equipment items on stage (chairs, tables, trees, decorations, etc.).
- Set pieces must be properly secured to ensure stability in all weather.
- Event Organizer must include any plans to use special effects (eg fog, strobe lights, etc).
- PLEASE NOTE: FIRE IS NOT ALLOWED ON STAGE.

Stage Plot & Technical Request

- Stage plots and technical requests are required for <u>each performer/act</u> that is scheduled to perform onstage at the event.
- Backline information should also be included (band or group providing).
- The City of Mississauga Technical Coordinator will review with the Event Organizer at the **Stage Production Meeting** and provide feedback and changes based on the technical capacity of the venue.

Digital Content Submission Template

• The template will be pre-loaded onto the 8 GB Flashdrive and must be filled out with the initial submission of digital content. It details the schedule for content, describes the subject matter and lists the file format. See page 18 for an example of this template.

Security

Mississauga Celebration Square does not provide backstage security. Please ensure that you consider the backstage areas in your security plan. CELEBRATION SQUARE Stage Guide



City of Mississauga Community Services Dept., Recreation & Parks Division Mississauga Celebration Square Events 201 City Centre Dr., Suite 900 L5B 2T4 Phone: 905-615-3200, ext. 2403 www.mississauga.ca

Main Stage / Amphitheatre Code of Conduct

All persons entering the Celebration Square stage areas must adhere to the Celebration Square Main Stage/Amphitheatre Code of Conduct. When contracting performers, it is the Event Organizer's responsibility to ensure that each performer signs the Code of Conduct, and that it is submitted to the Celebration Square Liaison prior to the event. **Persons who have not signed and returned this form will not be granted access to the Main Stage or Amphitheatre Stage.**



Celebration Square Main Stage/Amphitheatre Code of Conduct

The City of Mississauga has established and will equally enforce, among all persons entering the stage areas at Celebration Square, the Celebration Square Performers Code of Conduct outlined below:

1. Personal Responsibility

- 1.1 It is the responsibility of all persons entering the stage area to read the Celebration Square Main Stage/Amphitheatre Code of Conduct thoroughly and to clarify any details with Mississauga Celebration Square Event staff.
- 1.2 It is the responsibility of all persons entering the stage area to familiarize themselves with and adhere to the stage rules posted at the Main Stage and Amphitheatre.

2. Personal Conduct

- 2.1. All performers must sign and return the Performance Agreement.
- 2.2. All performers must sign and return the Code of Conduct.
- 2.3. All performers will conduct themselves in a professional, responsible, and respectful manner during their performance.
- **2.4.** All performers will refrain from using unsuitable language during their performance.
- **2.5.** All performers will refrain from behaving in an objectionable fashion during their performance.
- 2.6. All performers will refrain from committing any act(s) that can potentially endanger and/or harm the audience. Such acts include but are not limited to inviting members of the audience onto the stage; throwing objects into and/or onto the audience; jumping into and/or onto the audience; and encouraging inappropriate, dangerous, violent, and/or rowdy behaviour among audience members.
- 2.7. All performers will refrain from conducting their performance while under the influence of alcohol and/or illicit substances. Alcohol and/or illicit substances shall not be brought onto the City of Mississauga's property.
- 2.8. All performers will refrain from damaging the City of Mississauga's property. Any damage or disruption caused by a performer to the City of Mississauga's property shall be rectified immediately at the performer's expense, and the City of Mississauga also reserves the right to deny payment in such a circumstance.

3. Insurance

3.1. If specifically requested to do so by Mississauga Celebration Square Event staff, performers must purchase, at their own expense, liability insurance, in the requested coverage amount, via an external provider or via the City of Mississauga's user pay program. If a performer or band refuses to purchase this insurance, they will not be hired by Mississauga Celebration Square.

4. Breach

- 4.1. Performers shall be deemed to be in breach of the Code of Conduct if they:
- **4.1.1.** Refuse to sign the Performance Agreement, and/or
- 4.1.2. Refuse to sign the Performers Code of Conduct, and/or
- 4.1.3. Refuse to purchase, at their own expense, liability insurance, in the requested coverage amount, via an external provider or via the City of Mississauga's user pay program, if requested to do so by My Mississauga staff, and/or
- 4.1.4. Disobey any of the articles contained in the Code of Conduct.

5. Remedies in the Event of Breach

- 5.1. If a performer is deemed to be in breach of the Code of Conduct, the City of Mississauga reserves the right to pursue any of the following remedies:
- 5.1.1. Refuse to hire the performer, and/or
- 5.1.2. Withhold or deny the entire payment or a portion of the payment due to a performer, and/or
- 5.1.3. Remove, from the City of Mississauga's property, any performer behaving in an objectionable fashion, and/or
- 5.1.4. Take legal action against the performer.

6. Enforcement

6.1. All Mississauga Celebration Square and Corporate Security staff persons have familiarized themselves with the Performers Code of Conduct and will enforce it equally among all performers.

By my signature hereunder, it shall be understood that I/we have read, understood, and agree to abide by all of the articles contained in the My Mississauga Performers Code of Conduct.

Performer's Full Legal Name:	_ Name of Performer's Authorized Representative:
Signature of Performer's Representative:	Date:

I HAVE AUTHORITY TO BIND THE PERFORMER.

CELEBRATION SQUARE Stage Guide



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Definitions

Backline: The equipment that a band uses not covered under the basic equipment lists for Celebration Square.

Production Schedule: A schedule of what is happening on stage at any given time, also referred to as "run of show"

Stage Plot: A picture of what will be set up on stage

Monitor Engineer: The technician who controls the level of the monitors on stage

Front of House Audio Engineer: The technician who controls the level of the audio in front of the stage

Technical Coordinator: Manages and approves all aspects of the Main Stage and Digital Program Screens

MCS Onsite Coordinator: Manages Celebration Square site on day of event

Stage Coordinator: A member of the Event Organizer's team; one of five key volunteers. Responsibilities include:

- Providing the Performance Schedule and Digital Screen Schedule (also referred to as "run of show")
- Providing a detailed list of stage décor
- Providing the Stage Plot and Technical Request for each performer
- Ensuring every person who will be onstage or backstage understands and signs the Code of Conduct
- Acts as sole stage liaison with the technical staff
- Being available onsite, from set-up until the stage has been closed down
- A second coordinator should be dedicated to the Amphitheatre if that venue is also in use

Frequently Asked Questions

I did my event on the square last year, can I hand in the same paperwork?

No, every event year is unique and has different requirements even if the event is the same. All paperwork has to be filled out every year.

Can my stage performance be videotaped?

We do not have the electronic storage space to record every event. If you want your event recorded, please discuss with the Technical Coordinator well in advance and provide an external hard drive for the recorded material.

Can I provide my own equipment?

Mississauga Celebration Square has a state of the art sound and lighting system. If your stage show requires equipment beyond our inventory, the Technical Coordinator would rent the equipment to ensure that what is brought in is compatible with our systems. The event organizer would be responsible for all rental costs.

Why can't I bring in my own technical crew?

The Mississauga Celebration Square technical crew are employees of the City of Mississauga and are fully trained, insured and covered by WSIB to operate our facility.

What kind of audio mediums are accepted? Can I bring a CD, DVD, IPod?

We accept CD and DVD however, we do not accept IPods. Please ensure we receive the medium well in advance so that it can be tested before the event.





Digital Screens

If you choose to use the screens, they are yours exclusively for the duration of the programming hours of your event. The Celebration Square digital screens are meant to enhance the quality of the event. They are not meant for commercial advertisements. The digital screens can be used in a number of ways:

- 1. **Cameras to project the onstage performance.** This eliminates any issues with audience site lines and creates an exciting performance space.
- 2. **Details about your event.** Still slides can be used to brand your event, to provide information like the schedule for the day, who is performing and where.
- 3. Sponsor recognition. Still slides can be used to recognize sponsors who have contributed to your event.

COMMERCIAL ADVERTISING IS NOT ALLOWED ON THE DIGITAL SCREENS.

Digital content should be submitted using the 8 GB Flash drive issued to Event Organizers. Digital content must be received 5 weeks in advance of the event to enable viewing and ensure compatibility. Any revisions to digital screen content must be received by the final walkthrough of the site scheduled approximately ten to twelve days prior to the event. **Content received after this walk through WILL NOT BE CONSIDERED.**

Detailed information regarding the digital screens can be found in the Celebration Square Digital Screen Guidelines.

Digital Screen Packages

Information regarding current rates can be provided upon request. Please contact either the Celebration Square Technical Coordinator, or the Celebration Square Program Coordinator for further assistance.

The following table is an example of the types of service available to each event on Celebration Square.

Package	Details	Crew	Cost
Basic	 More than one slide Switch between movies & slides 	-1 Board Op	Rate + Labour
Level 1	 Basic level 1 camera for live shot of event 	- 1 Board Op - 1 Camera Operator	Rate + Labour
Level 2	 Basic level 2 cameras for live shot of event 	- 1 Board Op - 2 Camera Operators	Rate+ Labour
Level 3	Custom package (multiple cameras, live feed from the amphitheatre stage)	TBD	TBD





Submitting Content for Live Events

It is advisable for an event to have a "Screen Coordinator" who is familiar with graphic design. If this is not the case, it is still possible to use the screens effectively by following the steps below.

- At the first Event Planning Meeting, the festival organizer will receive a "City of Mississauga" 8 GB USB flashdrive. This is to be used to provide all screen content for the event. There will be a \$25 charge taken from the Event Damage Deposit if the USB flashdrive is not returned. It will be pre-loaded with:
 - three screen templates (festival name & schedule slide, sponsor recognition slide, and performer slide); these slides are optional and can be used if there are limited resources within a community group
 - a "Digital Screens Content Submission Template"; it is mandatory that this form be filled out and accompany all files; an example of this form can be found on page 18.
- 2. Discuss content with the Program Coordinator and the Technical Coordinator to ensure there is a high level of understanding of what is expected.
- 3. Submit digital screen content at least 5 weeks in advance of your event. This will provide adequate time for the submission to be reviewed and to ensure all content meets the Mississauga Celebration Square Screen Content Guidelines. If content is rejected, the final deadline to receive content is the Site Walk-Through with City of Mississauga staff scheduled 10 12 days before the event.

Any content received after this walk-through will not be accepted and will not be a part of the event day.

- 4. Content on the USB should be organized and easy to follow using a folder/file hierarchy structure. For example:
 - Main Folder: Event Name and Date
 - Sub Folder: Introductions
 - File: First Speaker.jpg
 - File: Second Speaker.jpg
 - Sub Folder: First Band
 - File: Band Logo.jpg

Submitting content for the ribbon screens:

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- 5. Content for the ribbon screens must be submitted as a .JPG file and be exactly 1280x1024. The size and location of the each individual ribbon is available, please see pages 15 and 16 for details.
- 6. If content is not submitted by the due dates as above, a generic background will be provided.

DVD Playback

It is the responsibility of the event organizers to ensure that they have proper licensing for displaying any content protected by copy right. Please have this available as you may be asked to produce it at anytime. **Please remember that it takes time to load, cue and then play DVD's. Setting DVD cues back to back is not recommended.





Content Policy

The Digital Program Screens on Mississauga Celebration Square are located within a highly visible public space that is accessible to people of all ages and backgrounds. For this reason, the content guidelines for screenings have been established, based on a modified format of the Ontario Film Review Board Parental Guidance (PG) rating.

	General Screen Content Rating Information			
Alcohol, Smoking, & Illegal Drugs Content depicting legal use of tobacco and alcohol (i.e. not by minors, no excessive use) is permitted as long as the material does not encourage its use.				
Horror	Scenes containing some grotesque images may be allowed in a fantasy or comedic context, but there will be no detailed and/or prolonged focus on gory images or suffering.			
Language	Use of expletives such as bastard, shit, and/or limited slurs; mild sexual references. Blasphemy.			
Nudity	Nudity Non-sexual nudity with no close-ups (including still images.)			
Psychological Impact	cal Content shall be sensitive to scenes or situations impacting a child's sense of security and well-being. Psychological impact may be a state of mind, mood or feeling, and/or other effects on the viewer, resulting from the treatment of scenes and situations within the film. Treatment may include intensity, degree, pace, atmosphere, tone, visual effects, and dialogue.			
Sexual Activity	Embracing, kissing; mild sexual innuendo.			
Violence	Restrained portrayals of non-graphic violence. The portrayals are not prolonged; there are no close-ups; bloodletting and/or tissue damage is limited.			

In addition, we have also established the following guidelines for any video or image content that is produced by event organizers:

Children & Consent	Written consent of parents or legal guardians should be obtained before
	interviewing children or young people under the age of 18, or otherwise involving
	them in video projects.
Links to Third	External Addresses of websites are permitted under the approval of the Program
Party Websites	Coordinator.
Music Copyright	All work submitted must have full clearances for rights including music and other
	talent rights covered. If the work includes a soundtrack you must obtain clearance
	for use in the work including paying any fees applicable.
Portrayal	Scenes and situations that may cause adverse psychological impact on children. May include frightening or emotionally upsetting situations involving threats, injury, illness, family problems, or death to young people, family member, and animals (particularly pets.) Bullying. Substance referencing. Visual reference. Crude Content.
	The City of Mississauga will not allow screening of any content that minimizes or
	detracts from the image of the City or its employees; condones discrimination; or condones, exploits, or incites violence, hatred, or unlawful activity.

CELEBRATION SQUARE Stage Guide



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Creating Content for Mississauga Celebration Square

All content supplied must have a high standard of quality for visual display. See some basic tips below:

Content should be bold and simple. Content that is too small or cluttered may not be legible.

- Avoid small text as it may not be legible.
- All audio should be normalized.
- Pictures should have a resolution of at least 540 x 300 pixels, **content that does not meet these requirements can not be accepted. **

Content Formatting:

Videos

- Motion video should be captured to or supplied in standard .MPG files meeting the following standards:
 - File Extension: refer to "Supported File Types" depending on submission type.
 - Frame Size: 720p, 1080p, 1080i
 - Actual Screen size (540px X 300px)
 - Audio: Stereo Audio if required

Images

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- Image based files can be displayed on the Mississauga Celebration Square Screens
 - File Extension: refer to "Supported File Types" table (Pg. 14)
 - Please note: if the image data is line drawings, rather than photos, .png will provide the best image quality
 - Image Width: 540
 - o Image Height: 300
 - Colour Depth: 16 bit or 24 bit

Images that do not meet these requirements can not be accepted.

Animations

- Flash files should be generated using the following details:
 - File Extension: refer to "Supported File Types" table (pg. 14)
 - Image: 720p, or 1080p

*Note: While flash content will be scaled to full screen, certain element types should be considered using the full screen size listed above. Develop content with an actual playback size of 540x300 in mind. Please do not loop.

Content Contributor Consent

Contributors submitting original work for the Digital Screens may be asked to sign a consent form agreeing to the points below. Unless explicitly agreed in a contract with the City of Mississauga, the form will give the City of Mississauga the right to exhibit work. Also, the consent will not inhibit screening of work elsewhere.

- The City of Mississauga is assigned a non-commercial license to screen your work for a defined period.
- Digital content must be accompanied by the appropriate permissions, rights or licences required by law to publicly exhibit, including all
 music. The City of Mississauga will not be liable for any future claims. This includes all music, parts of other film and video output
 (whether it be news, documentaries, online material, television shows, etc.), material sourced from other people, and still photographs.
- All minors must have parental/guardian consent to appear within a film and on the Mississauga Celebration Square screens. Proof of consent may be requested at anytime.
- All work must adhere to the Mississauga Celebration Square Screen Content Guidelines.
- Commercial advertising is not permitted. Work cannot serve any commercial purpose.
- The City of Mississauga reserves the right to reject material that is deemed unacceptable or inappropriate for public exhibition in terms
 of quality, format type, or content.
- The City of Mississauga will not be liable for any third party claims; this responsibility lies with the submission holder.
- Only suitably authorized copies, which do not induce adverse effects (i.e. caused by flashing content, for example), will be accepted.
- The City of Mississauga will not be held responsible for ensuring the safety of content provided for display on the Mississauga Celebration Square Screens.
- The City of Mississauga agrees not to knowingly display, reproduce, transmit, broadcast, adapt, distribute, sell, modify, publish, or otherwise use any of the material provided by the contact named, including audio, except for using all or part of the material for promotional purposes and as permitted by the client or artist's prior written consent.





Technical Specifications

Main Boards (High Resolution – 16:9 Aspect Ratio)	
High Resolution	16mm SMD Video 2 QTY (1 Qty East Side / 1 Qty
	West Side)
Product	AVL-ODT16
Active Area	15.75' x 28.35' (4.88 x 8.64 meters)
Resolution	300 x 540
Controller	XDC-4000 (2 Channel) (Qty 1)
System Configuration for High Resolution Displays	

Ribbon Boards (Low Resolution – Section 1)

Product	AVL-ODD22
Active Area	2.89' x 53.12' (.88 x 16.192 meters)
Resolution	40 x 736pixles

Ribbon Boards (Low Resolution – Section 2)

Product	AVL-ODD22
Active Area	2.89' x 39.27'(.88 x 11.968 meters)
Resolution	40 x 544

Ribbon Boards (Low Resolution –Section 3)

Product	AVL-ODD22
Active Area	2.89' x 47.35' (.88 x 14.432 meters)
Resolution	40 x 656

Supported File Types – (Submissions/UGC)

Video	Image	Animation
AVI - 32 Bit Uncompressed	PSD	M1V
AVI - H.264/AVC	BMP	MP2
AVI - MPEG-1	GIF	MPA
DV, DVCPro 25/50	JPG/JPEG	MP2V
MOV – QuickTime	LGO	MPE
MPEG-2	PNG	MPG
Windows Media, VC-1	PPM	MPV
	VPB	MPV2
	TIFF	DAT
		TS
		SWF

*RealVideo is not currently supported

Supported File Types – (Live Events)

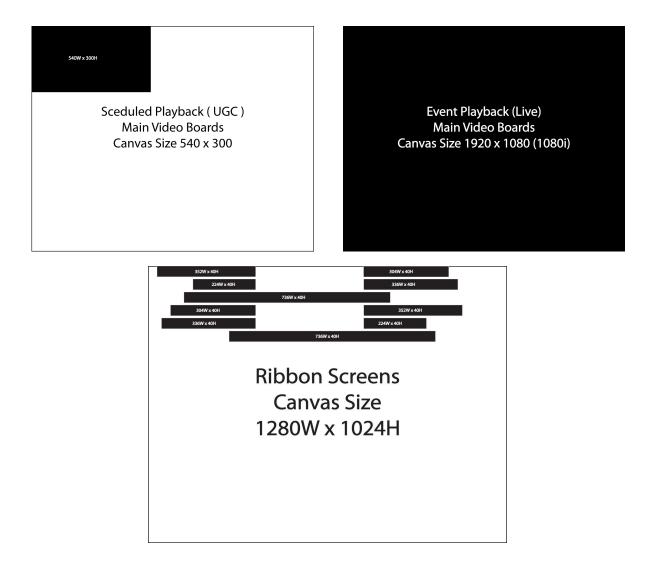
Video	Image	
AVI	JPEG	
DNXHD	PNG	
DV	PSD	
M4V		
MPEG-2		
QuickTime		
H264		
HDV		

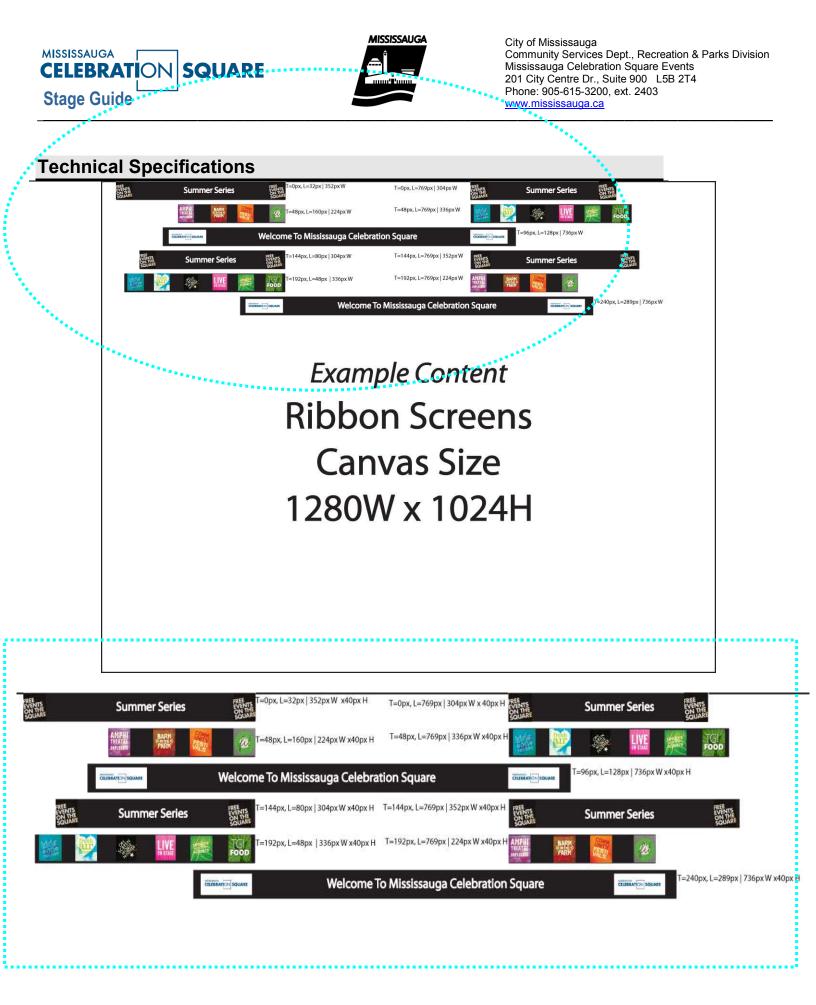
Currently, only the main video boards can be accessed and changed during an event.





Celebration Square Main Video Boards









Digital Content Submission Template

Please allow for up to 1 week to receive confirmation of receipt of the submission. Once the submission has been received by Mississauga Celebration Square's Screen Coordinator, the main contact will be notified. Please allow for at least 4 weeks to receive notification of the submission being approved or denied for display. This will provide adequate time for the submission to be reviewed, to ensure all content meets the Mississauga

Celebration Square Screen Content Guidelines. Mississauga Celebration Square's Screen Coordinator will then contact the main contact to discuss the review of the submission further, and provide an approval or denial of the content.

Main Contacts/Festival Information: person responsible for providing screen content & information about the festival **Event Screen Coordinator:** Phone Number: E-Mail: **Primary Event Contact:** Phone Number: E-Mail: **Organization: Festival Name: Content List and Screen Schedule** Time Cue File Name: MCS use Туре only Content Approval

ex: 2:00pm	Sponsor Thankyou's	After MC exits	Sponsor A.JPG	yes
2:15pm	Advertisments	As Band Starts	Sponsor Advertisment.mov	NO