



Presentation Support



Graphic Design



Photography



Videography

## Conference and Public Presentation Support



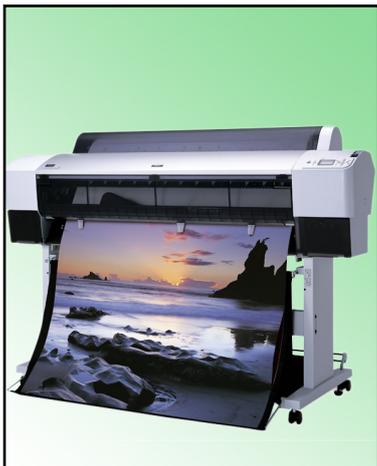
- Visual Information provides all common user presentation support services for significant ceremonies and events on the installation to include:
  - [x] Public address system/presentation support for all official functions
  - [x] Video Streaming
- Presentation support includes setup, operation and teardown at selected locations. Presentation support services are available on a "by project" basis. Schedule your event early to ensure availability of equipment and personnel.
- Presentation support must be requested online using VIOS. Support will be subject to VI staff availability. Support can be requested for indoor and/or outdoor events. VI staff will not risk damage to equipment due to inclement weather during outdoor event support.
- Requestor may be required to assist VI staff with operations.

## Design and Artwork (2D & 3D)



- The VI Shop provides electronic design and creation of both two and three dimensional visual products. This includes illustrations, charts, graphs, posters and visual materials for brochures, covers and graphic layout services.
  - [x] Baseline deliverable is two hard copies each up to 11x17
  - [x] Additional reproduction is on a cost-reimbursable basis
- We are fully capable of providing wire schematics for A/V installation in buildings and conference rooms.
- We also provide a "self-help" section for graphic arts services.
  - [x] Users have access to large format printers, photo printers, software and an extensive database of premade graphics and illustrations
  - [x] The VI shop will also assist customers with advice and training on projects

## Printing and Laminating



- Our office is equipped and capable of providing large format printing (up to 46in), mounting and lamination (up to 46in), framing and matting for official presentations, custom sign fabrication, displays and exhibits including;
  - [x] Desktop Publishing and Pre-Print Services
  - [x] Graphic Training Aids and Illustrations
  - [x] Official Charts, Maps, Posters and Signage\*
  - [x] Disk Printing and Mass Duplication\*\*
- The VI staff will accomplish large format printing services for official events only
- Printing for unofficial events will be disapproved
- \*VI is not a print shop - and does not do large quantity prints of manuals and publications
- \*\*Customer must reimburse VI Shop for requests of more than 25 prints

Visual Information Work Request:

- o Open Internet Explorer
- o Type "http://www.vios.army.mil/"
- o Click on "Vios West"
- o Click on "New User"
- o In the "Select Installation" drop down screen, choose "Kansas ARNG"
- o Fill out the appropriate 3903 Work Order for your request.

Click to Visit Website



## Photography

- We offer the ability to scan, print, or transfer media to electronic or optical media, and/or hardcopy prints.
- Our VI shop also provides high resolution digital photographic services in black & white and color, in studio and field environments.
  - [x] DA Photos, Command Photos, IsoPrep Photos, Passport Photos
  - [x] Historical Event Photos, Training and Special Mission Photos
  - [x] Manipulation, Restoration and Editing of Photographs
- All photo appointments must be scheduled through VIOS
- Visual Information is obligated to keep catalogued files of archived photography. Customers may request copies of archived material.



## Video Acquisition and Production

- We are fully equipped to provide visual record and acquisition for both operational and historical purposes. Including:
  - [x] Training Videos
  - [x] Public Service Announcements
  - [x] Recordings of Significant Events (Promotion / Awards / Change of Command)
  - [x] Virtual Classroom and Live Video Streaming
- The VI staff is responsible for layout and design of multimedia products however, the customer is responsible for providing all content to be included in the product. VI staff will not research and develop product content (to include drafting scripts).
- Visual Information is obligated to keep catalogued files of archived videography. Customers may request copies of archived material and may use material in their own projects.



## Equipment Loan and Training

- Today's technology changes faster than we can keep up and the learning curve is sometimes steep. To tackle the technological needs of tomorrow, we offer top of the line A/V equipment and hands-on training.
- Some of the equipment we offer for loan includes:
  - [x] Digital Cameras and Accessories (both Still and Video)
  - [x] Projectors (large and small venue)
  - [x] Projector Screens (various sizes available)
  - [x] PA Systems and Microphones
  - [x] Audio and Video Cabling (up to 250ft)
  - [x] Digital Audio Recorders
- The VI Office also loans software tutorials and various media products.

