

## Enchanted Celebrations

### **Projected Monogram Procedures: Independent Contractors**

Policies, Procedures, and Best Practices  
For Successful Projected Monogram Operations

1. **Introduction:** The continual upkeep of gear is crucial to the successful completion of our events. It is imperative that we follow the procedures outlined below in order to ensure that our gear is properly stored, used, and maintained.
2. **Installing the Monogram into the Projector:** If the installed monogram falls out or is damaged, you will need to replace it with the back-up.
  - a. On the top of the projector, there are 2 inserts. Pull out the black one that is above the purple one with the arrow on it. See below image:



- b. When removed, you will see a metal spring and a black frame tucked away in the middle. Pull them out and insert the monogram. Once positioned correctly, re-insert the black frame and spring to hold it in place.
    - i. Make sure to insert the monogram upside down and backwards.  
See below image:



**3. Setting Up at an Event:** Use the following steps to successfully set up a Projected Monogram at an event.

- a. First, plug in the extension cord and set up the stand wherever the client wants the monogram to be projected from. Connect the arm to the top of the stand and tighten into place. Loosen the screw on the top of the arm so that the stand fits in between it. Tighten into place. See below image:



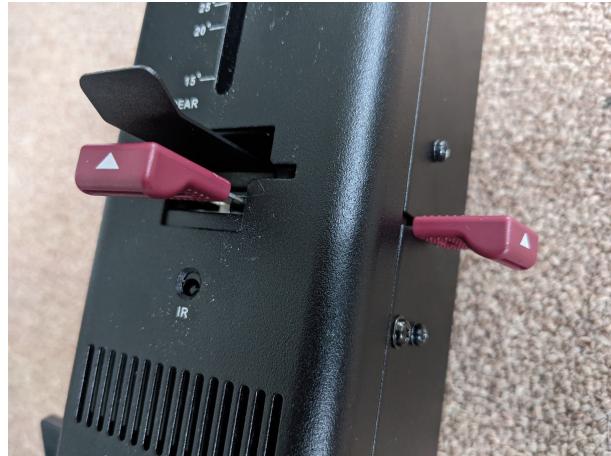
- b. Next, unscrew the clamp of the projector and close it around the arm. Tighten the projector onto the arm. See below image:



- i. Be sure to lift the projector while you tighten the screw so that the projector does not fall. Tighten as much as you can. The projector should be level.
- ii. Make sure to attach it close to the stand so it does not shift the weight and cause the stand to fall. See below image:



- c. Finally, remove the 3 purple inserts on the top, sides, and bottom of the projector. This will make sure the monogram in its entirety is visible. See below image:



- d. After the Projected Monogram is correctly set up at the event, take a photo of the projector and stand as well as the actual monogram projection. See below image:



- i. Send these photos to [operations@enchantedcelebrations.com](mailto:operations@enchantedcelebrations.com).

4. **Adjusting the Focus:** If the monogram is blurry when the projector is turned on, use these steps to adjust the focus.

- a. Use the two knobs on the top of the projector.
  - i. Adjust the focus by moving the knobs farther or closer apart from each other.
  - ii. Turn the knobs to sharpen the monogram. See below image:

