2025

User Guide for Community
Space Use at The Nave

Guides for all Nave Audio & Visual Systems
- WiFi Access & Troubleshooting
- Lobby Bluetooth
- Main Hall Lighting & Sound System
- Using the Projector
- Weidner Community Room Teleconference System

THE NAVE
COMMUNITY · CULTURE · ART

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Table of Contents (Con't)

THE NAVE
COMMUNITY · CULTURE · ART

Welcome to The Nave Spenard

We hope this User Guide is helpful for all Community Space Users at The Nave. Please review this guide carefully before your event to ensure the best possible experience. If you have additional questions, please email us at

info@thenavespenard.com

Thank you for being in community with us!

The Nave sits on the traditional and current homelands of the Eklutna Dena'ina, who have been the caretakers of the land, water, plants and animals of the area for thousands of years. Through intentional programming and curation, The Nave offers the community a place to recognize, honor and promote Alaska Native culture and values. The Nave is open to all, and we welcome events of all shapes and sizes.

The building is owned and operated by Cook Inlet Housing Authority, an Alaska Native organization committed to building and strengthening our community by fostering opportunities to gather, learn, create and explore.

The Nave is the story of an evolution of a building and the role of community, culture and art in building strong connections, neighborhoods and communities. The purpose of The Nave is to support, celebrate and strengthen community by connecting people and ideas.

NAVE THERMOSTATS

THERMOSTAT LOCATIONS:

☐ **Main Hall** thermostat is on the far (stage/cinema) wall, by the left wooden door.

☐ **Lobby** thermostat is located between the Main Hall doorway and the Elevator.

☐ **Additional** thermostats are located in the Weidner Room and near the bathrooms downstairs.

CHANGING THE TEMPERATURE:

☐ **MODE:** Hit the left button under "MODE" to select: HEAT, COOL, or OFF. (For a hot day, we recommend the COOL setting. During winter, HEAT is the best option.)

☐ **FAN:** Hit the right button under "FAN" to select FAN AUTO, FAN CIRC, and FAN OFF. (We recommend FAN AUTO with either COOL or HEAT modes. If Mode is to remain "Off," select FAN CIRC" to keep temperatures stable.)

AFTER YOUR EVENT:

Please return thermostat settings to "MODE: OFF / FAN: FAN CIRC" when not in use. We sincerely appreciate the community's help in keeping The Nave energy-smart for all who use it. Thank you for reading this quick thermostat guide!

SECTION 1: SAFETY, CAPACITY GUIDELINES & PARKING
FOR ALL RENTAL SPACES AT THE NAVE

For your safety and security, please do not exceed capacity limits at any time within The Nave. For large and/or public-facing events, we recommend bringing a tally counter for tracking visitors at the front door to ensure safe numbers are maintained at all times.

NAVE MAIN HALL
Max capcity: 200 standing or 100 seated
Room size: 1800 sqft

NAVE LOBBY
Max capcity: 40 standing or 20 seated
Room size: 795 sqft

WEIDNER COMMUNITY ROOM
Max capcity: 40 standing or 22 seated
Room size: 880 sqft

A NOTE ON SAFETY:
Whether your event is public or private, safety is our top priority at The Nave. In most cities, it is not uncommon for uninvited guests to enter event spaces for bathroom access, and in some cases, for illegal activities. To ensure continued safety and accessible bathrooms for your guests, **_please re-lock the front door once all your guests have arrived._** If locking the front entrance is not possible for your event type, please have a volunteer keep an eye on the entrance for safety monitoring. Otherwise, leaving the door unlocked to unmonitored access may lead to unsanitary and/or unsafe facilities, which may result in a restroom shutdown or unintended interactions.

Parking at THE NAVE a helpful guide

WEST 34TH AVENUE

WEST 34TH AVENUE

N

3400 Spenard Road

SPENARD ROAD

THE NAVE 3502 Spenard Road

35TH AVENUE

3510 Spenard Road

Cook Inlet Housing

1501 West 36th Avenue

SPENARD ROAD

WEST 36TH AVENUE

WEST 36TH AVENUE
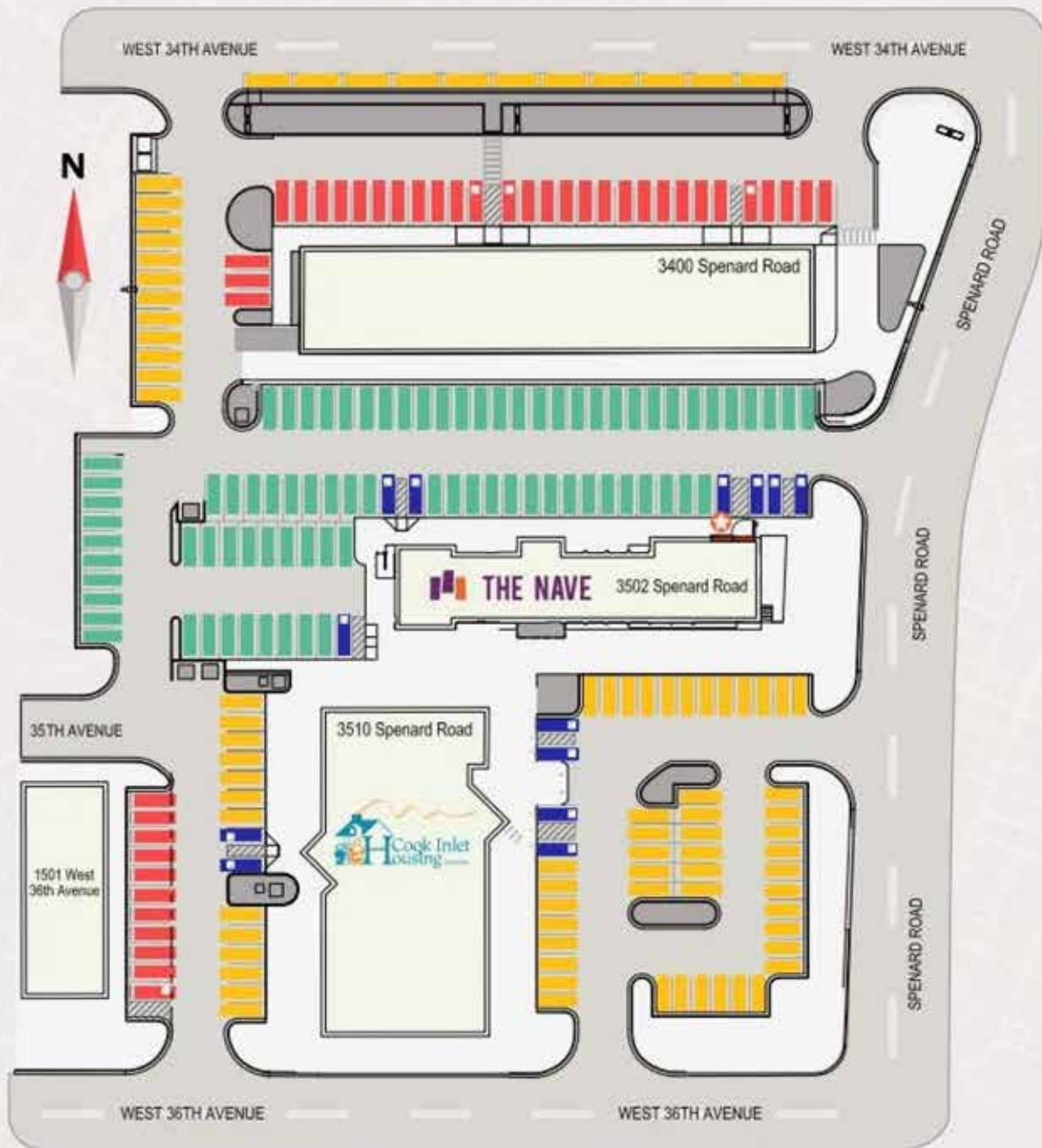
THE NAVE PARKING | ⭐ ENTRANCE | NO PARKING PLEASE — RESERVED

OVERFLOW PARKING | MON-FRI, AFTER 6 PM SAT-SUN, ALL DAY | ♿ PLEASE OBSERVE POSTED DISABLED PARKING

SECTION 2: GENERAL GUIDELINES
SET-UP AND TAKEDOWN FOR ALL EVENTS

MAIN HALL/LOBBY

SET-UP EXPECTATIONS:

☐ Set up your tables, chairs, stage, and/or microphones as desired.

☐ Unlock front door using the allen wrench (labeled "F") in the user guide binder.

☐ Sound check: remember to turn the volume down on your device before you turn the AV key to the "On" position to avoid any loud, sudden feedback.

TAKEDOWN/CLEANUP EXPECTATIONS:

☐ Reset all tables, chairs, and technology to original storage positions.

☐ Wipe down surfaces and counters

☐ Remove all trash - take to dumpster (back parking lot) - do not leave!

☐ Remove all supplies, decorations, debris, and leftovers.

☐ Sweep or vacuum the floor (no debris)

☐ Re-lock the front door (with allen wrench/hex key in binder)

☐ Drop your key fob in metal lockbox (kiosk in main hall) once you are ready to exit the building.

MAIN HALL/LOBBY KIOSK

The kiosk contains:

- [ ] Nave 3-ring binder with the user guide and checklist for use.

- [ ] First aid kit in the cupboard

- [ ] Projector remote, Extron Wireless Transmitter, and HDMI cable for laptop connection are the in the cupboard.

- [ ] Bunn coffee maker that is plumbed and heated - hot water is ready to use. To make a pot of coffee, add your own coffee grounds to the basket with a filter and press the "start" button. A full pot will brew.

  PLEASE NOTE: You should monitor brewing so not to overflow the coffee carafe.

- [ ] Please take all belongings and leftoer supplies with you.

- [ ] Please ensure the front door allen wrench is returned to the binder after each use.

- [ ] You can return your electronic key fob in the silver drop box on the wall at the end of the night. As long as you have re-locked the front door and finished the takedown/cleanup checklist, you are all set to leave your key(s) behind as you exit the building at close of rental.

WEIDNER COMMUNITY ROOM (DOWNSTAIRS)

SET-UP EXPECTATIONS:

☐ Set up your tables, chairs, stage, and/or technology as desired.

☐ Unlock front door using the allen wrench (labeled "F") in the user binder when you're ready for guests.

☐ Tech check: please review Polycom manual and test your laptop /meeting connection prior to starting your event.

TAKEDOWN/CLEANUP EXPECTATIONS:

☐ Reset all tables, chairs, and technology to original storage locations (see image on Weidner door).

☐ Wipe down surfaces and counters.

☐ Remove all trash - take to dumpster (back parking lot) - do not leave.

☐ Remove all supplies, decorations, debris, and/or leftovers

☐ Clear the floor of any/all debris

☐ Re-lock the front door (with allen wrench/hex key in binder) at close.

☐ Drop your key fob in metal lockbox (located inside kitchen kiosk in main hall) once you are ready to exit.

SECTION 3: AUDIO & VISUAL TECHNOLOGY

KEYNOTE/CONFERENCE AV LAYOUT
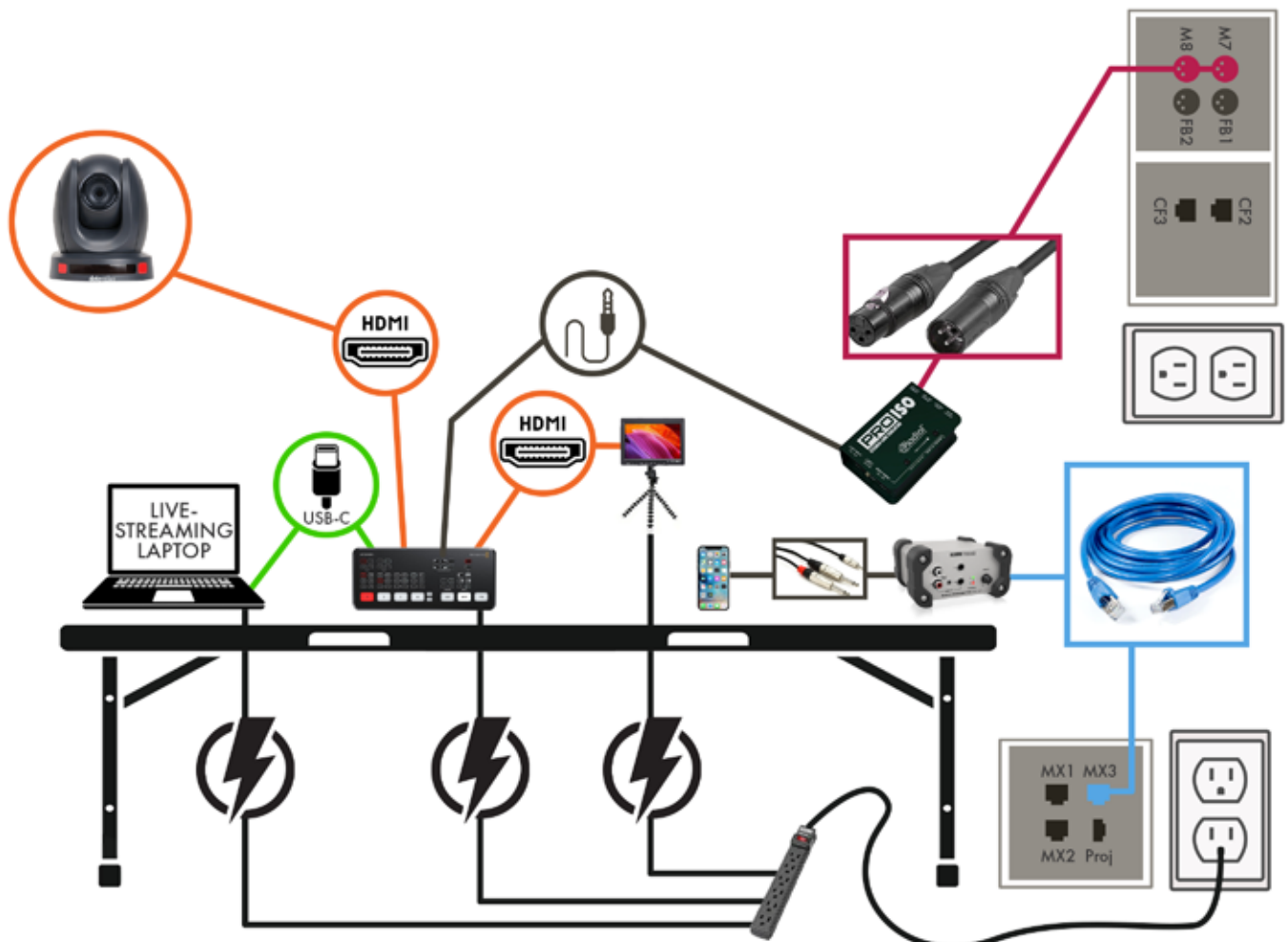
CINEMA WALL

BACK WALL

CINEMA WALL

SL4
SL3 SL5

M5 FB1
M6 FB2

TASCAM

M8 M7
FB2 FB1

CF3 CF2

HDMI

PRESENTER LAPTOP

HDMI

HDMI

LIVE-STREAMING LAPTOP

USB-C

MX1 MX3
MX2 Proj

BACK WALL

9

WiFi Troubleshooting:

☐ Please restart your device, and/or restart the WiFi connection.

☐ If THE NAVE GUEST network fails to connect, please try "THE NAVE TEST" with the same password. This is our backup WiFi network in the event that our primary router encounters issues.

☐ Please notify Nave Management in any event of total WiFi outage at 907-227-5244 or info@thenavespenard.com.

Network: The Nave Guest

Password (case sensitive): e2DbcU@Y

Lobby Bluetooth

How to connect:

☐ Bring your device into the green kitchen kiosk between the lobby and main hall.

☐ Check to make sure your device's Bluetooth is on. Main Hall audio system must also be on (instructions on page 12).

☐ Push the "PAIR" button on the wall; hold for 3 seconds, then release.

☐ Pair device to: **DN-200BK**

☐ **Volume control:** see Southeast wall corner of lobby, press controls "L/R" for volume.

What you'll need from the Weidner Room:

- 1 x HDMI cable (stored in cart drawer)
- HDMI adapater, if necessary (available upon request)

Instructions:

☐ The Nave media carts are stored downstairs in the Weidner Community Room.

☐ The carts may be taken upstairs using the elevator.

☐ Connect the power to an electrical outlet.

☐ Turn the monitor on using the TV remote.

☐ Using an HDMI cable (and adaptor if necessary) connect your laptop to TV input HDMI 1 or HDMI 2.

☐ Using the TV remote, select "SOURCE" and select the appropriate input.

CONNECT YOUR LAPTOP TO TWO MEDIA CARTS SIMULTANEAOUSLY

What you'll need from the Weidner Room:
- 3 x HDMI cables (stored in cart drawers or upstairs AV closet)
- 1 x HDMI adapater, if necessary (available upon request)
- 1 x HDMI Splitter with power cord (available upon request)

Instructions:

☐ Plug the splitter into an electrical outlet. Using an HDMI cable, connect your laptop to the Splitter input.

☐ Using the other 2 HDMI cables, connect the monitors to two Splitter output ports and proceed to set-up the monitors as usual.

Front

Back

to laptop

needs power

to monitors (up to 4)

Main Hall Audio

- ☐ First, ensure the volume on all microphones and audio devices is low or mute to avoid loud, sudden feedback.

- ☐ Then, locate the AV switch in the back-right corner of the Main Hall, next to the AV Closet. Switch the key to "ON."

DO NOT REMOVE THE KEY.

- ☐ Using the Wall Control buttons just to the right of the key switch, you can adjust where in the room your sound is coming from, and at what volume. A list of presets is on the next page.

CONNECTING MICROPHONES:

Depending on your rental package selection, you may receive a code from Nave Management for AV locker access (lavalier mics and handheld mics 3 & 4 are stored there as well as the audio mixing tablet).

- ☐ ALL STANDARD RENTALS INCLUDE 2 handheld microphones (kept on their stands on the lefthand side of the AV closet.

- ☐ Switch any Nave microphone to "ON" and it should connect automatically to the system (as long as the AV key switch is ON).

- ☐ Wireless mics labeled 1,2, 3, and 4 are set for automatic volume level control.

SPECIAL NOTE: Handheld and lavalier transmitters on the same channel (ie. handheld mic #1 & lapel mic #1) cannot both be operated simultaneously.

- ☐ Remember to turn your microphone(s) OFF after use. Do not leave microphones on indefinitely - this has been known to cause harmful battery acid leakage over time.

PRESETS:

1: Keynote Setting

Sound comes from: South-West or Front/Stage area of Main Hall

Great for: Presenters, Panels, & events using the podium connected to input M5 (see wall outlets, M5/Dante)

How to switch: Press the Keynote button at top, check for sound coming from above Stage area.

Volume: Use Main L/R volume control for additonal adjustment after your audio source volume is set.

Options/Tips:

- Use podium mic and aux volume controls as usual, or use Klark-Tecnic Dante network direct input module.
- Connect to wall input M5 (left side of outlet panel).
- Use along with wireless handheld or lapel mics (channels 1-4 auto-mixed
- Use desktop mics along Tascam network inputbox (channels 13-16) auto-mixed.

2. Mainstage Setting

Sound comes from: L/R Main speakers, Front/Stage Area of Main Hall

Great for: Live Music and Film Screenings

How to switch: Press the Mainstage button, 2nd from the top. Check for sound coming from L/R

Volume adjustment: Use Main L/R volume control for additonal adjustment after your

Options/Tips:

- Not for podium use.
- Connect audio, Mic, or DI via inputs M5 (Left side) & M6 (right side).
- Additional mics using Tascam network input box (channels 13-16) auto-mixed. Direct XLR connection to M5 (L) and M6 (R) from user's mixer -OR- use Pro AV2 box to

3. Summit (Conference) Setting

Sound comes from: Conference orientation (speakers along either side of Main Hall).

Great for: Teleconferencing, Background Music, & events with Podium connected to wall input M7.

How to switch: Press the Summit button, 3rd from the top. Check for sound coming from Left and Right sides of the Main Hall.

Volume adjustment: Use Conference up/down volume control for additional adjustment after your audio source volume is set.

Options/Tips:

- Use podium mic and aux volume controls as usual, connect to wall input M7.
- Use along with wireless, handheld, or lapel mics (channels 1-4) auto-mixed.
- Can be used with desktop mics/Taskcam network input box (channels 13-16) auto-mixed.
- FB 1/2 outputs may be used for streaming, recording, or videoconferencing using Pro-Iso converter box.

VOLUME CONTROLS

Recommendation: *Please make sure your audio source (phone, laptop, mic) is turned up as high as you'd like it before adjusting the wall volume.*

1. **Press button, indicator light will appear.**
2. **Select your volume setting** (Conference, Main, or Foldbacks-FB1/FB2).
3. **Use volume Up or Down button to adjust.**

Last Step: Don't forget to turn the AV Key Switch to "Off" before you exit the building!

GOOSENECK, TABLETOP, AND LAVALIER MICROPHONES:

What you'll need from the AV closet:
- 1 x 3-pin XLR cable for every 1 gooseneck or wired mic (up to 4; stored with the gooseneck mics)
- 1 x cat 5 or cat 6 cable

Instructions:

☐ Plug up to four Nave-provided gooseneck mics into inputs 1-4 on the Tascam MLD4 audio network adapter using one 3-pin XLR cable per mic (XLR cables should be stored with the mics).

☐ Using a cat 5 or 6 cable (available in AV closet), connect the Tascam data port labeled 'DATA+PoE' to an AV wall port labeled **'SL 5'** or **'CF 2'** (location on page 18).

PLEASE NOTE: There are also 2 low profile conference tabletop (boundary) mics which may plug into the Tascam unit in place of gooseneck mics. These mic inputs are automatically volume controlled to be used in conjunction with the wireless mic channels.

If additional mics are needed for events or conferences, a user-supplied mic mixer may be connected either through the stage or conference panel mic input ports M5 or M7 (location on page 18) or using the Denon Dante transmitter interface connected to an AV network Dante port. Mics from this source will not be included in the auto-mix systems, so volume adjustment must be made at the outboard mixer.

Front ➚   ➘ Back

Mic Inputs 1-4
(XLR cables go here)

Dante Output
(cat5/6 cable goes here)

Mics 1 & 2 are kept on their stands on the lefthand side of the AV closet.

4 Gooseneck and 2 tabletop mics are stored together, with 3-pin XLR cables, in a clear, plastic bin in the AV closet.

Mics 3 & 4 are stored with lavalier mics 1 & 2 in the AV locker, 4th from the top, on the righthand side of the AV closet.

NOTES FOR LIVE MUSIC AT THE NAVE

The audio system in the main hall is designed primarily for reinforcement of live speech and pre-recorded AV material. The auto-mix function and the pre-set microphone levels limit the system's on-board live music capabilities. The four wireless mics plus the four conference mic inputs can be used very effectively for solo or duo live music; for instance, one mic for the guitar, one for the voice for the wedding soloist. Any functions more elaborate will need additional user-provided gear.

Dance party style DJ setups will find the house system inadequate, and should not attempt to use the house system.

There are limited AV input points into the Main Hall audio system, and these are dedicated to pre-set functions. There are no provisions for stage monitors; and since the system is designed to accentuate speech, it doesn't have a lot of low-frequency (under 70hz) response. The EV house subwoofer, while adequate for movies and general recorded music, is not designed to cope with big bass amps and thundering kick drums.

So for live music presentations, the user will need to provide their own mixing console, and their own stage monitoring setup.

Except in a very limited way, i.e. for MC announcements, the house wireless mics cannot be used in conjunction with a user-provided mixer; there is no way to route them into any stage monitoring and/or user-provided loudspeakers, so it would be impossible to get any kind of balance onstage. The most likely result would be uncontrollable feedback. As a general rule, if a user brings in their own mixer they'll need to bring in their own mics. The podium mic/AV output may be directed to a channel on the user's mixer, and the house subwoofer may be used with a user's mixer.

The user's mixer will plug into the house system at input ports 5&6 or 7&8, and the wall preset should be at 'Mainstage.' The user will mix their show on their own mixer, and the house system will act as an overhead vocal array. (The array may also be used as a mono center fill for LCR capable mixers, in that case set the wall preset to 'Keynote' and route to input 5 or 6,) Because of the specific vocal tuning of the house system, the signal fed to the system should only contain vocals and perhaps fiddle, flute, or other non-amplified source. The user may wish to bring in stage-level loudspeakers for DI'd or amplified instruments, drums, and other high-energy inputs. They will probably also want to bring in subwoofers.

To make the best use of the system, a user should assign a stereo pair aux, subgroup or matrix output from their mixer, which will allow the tech to send only vocals out that bus to the house system. That should allow for a good tonal balance and great vocal clarity to complement theuser's stage mix.

Users should be aware that the Nave is by nature a highly reverberant space, and it is easy to introduce potentially harmful sound pressure levels. The house sound system is internally limited to muni code maximum SPL.

USING THE PODIUM

What you'll need from the AV closet:

- 1 x 3-pin XLR cable
- 1 x 120v podium power cable (stored in podium drawer)
- 1 x aux cable (if playing sound; also in podium drawer)

Instructions:

- [ ] Turn the MIC and AUX volume dials all the way down.

- [ ] Plug the podium into an electrical outlet. Plug a 3-pin XLR cable into the podium's "PRE-OUT" socket.

- [ ] Connect the other end of the XLR cable to a wall socket marked **M5** or **M7** (locations on next page).

- [ ] THEN turn the Podium "ON." Select the power switches on the bottom left and bottom right of the podium stand.

- [ ] Turn up the MIC dial to the recommended volume (noted with a line) and test. Adjust volume as needed for speaker/ audience comfort.

Podium Bottom Left

Podium Bottom Right

To play MUSIC or SOUND through the Podium, connect the AUX cord to your device (laptop or phone).

Adjust volume as needed for user comfort. *Please see WALL CONTROL at the beginning of this section for details on adjusting podium volume/speaker locations from offstage.

At the end of your event, please remember to turn Podium switches OFF before unplugging anything.

M5: For Keynote/Mainstage Set-Up

M7: For Summit (Conference) Set-Up

CONNECT A MUSIC/SOUND SOURCE TO THE SPEAKER SYSTEM

What you'll need from the AV closet:
- 1 x Klark Teknik Dante Transmitter
- 1 x aux cable
- 1 x cat 5 or 6 cable

Front

Back

Instructions:

☐ Connect the aux cable to the headphone jack on your device. Make sure your device is turned up to 3/4 volume before adjusting Wall Control settings, to avoid any feedback. If your device does not have a headphone jack, please ask Nave Management for a USB adapter.

If you need a specific adapter for your device type, please notify Nave Management during your Tech Orientation. If The Nave does not have an adapter in stock for your particular device, we will let you know at Orientation. Please bring an extra adapter with you if you can, to avoid any additional tech issues during your event.

☐ Connect the "Music Box" to an AV wall port labeled **SL5** (mainstage preset) or **CF2** (conference preset) using a cat 5 or 6 cable.

☐ The volume control on the "Music Box" can be used to boost device volume to a starting level, then the user device for fine control; and the wall panel volume best for balancing micro- phone and music levels with each other.

Audio Mixing (Advanced AV Users): Full AV Rental Package users can utilize the Nave's Midas MR-18 Rack Audio Mixer with advance notice. *Instructions for the Midas rack are located in the Additional Tech guide section.* Bands or event techs may also connect their own audio mixer to the house system using inputs M6 or M7 on wall, or M5/6 + M7/8 as stereo pairs for the 'MainStage' setting. Podium mic/aux output may be routed to user's mixer channel; subwoofer may be routed from user's mixer output. Use wall panel preset 2 - Mainstage for stereo audio output and subwoofer. House system mixer is a Midas MR-18. It may be accessed using the Microsoft Control tablet and M-Air software interface.

CONNECTING THE SUBWOOFER TO THE SPEAKER SYSTEM (FULL AV RENTAL PACKAGE ONLY)

What you'll need from the AV closet:
- 1 x 3-pin XLR cable
- 1 x subwoofer power cable

Instructions:

☐ Place the subwoofer near the stage or screen and plug into power.

☐ Connect to audio wall output port labeled "FB2-Subwfr." Subwoofer volume adjustment with Foldback button on preset keypad.

Subwoofer Back

Subwoofer Front

AFTER YOUR EVENT:

☐ Please turn the AV Key Switch to "OFF"

☐ Please return all sound/AV equipment to their original storage locations.

All Standard Rentals include the basic Dimmer switches (located on the wall next to Main Hall entry doors). With the basic dimmer switches, you can control:

- Stained Glass Neon Light border

- Stage lights (standard white)

- Main Hall lights (standard white)

For customizable/color lighting, please request the Full AV Equipment Rental Package to be added to your reservation. Instructions for the Custom Lighting system are included below.

Custom/Color Lighting Touchscreen:
This feature is available as part of the Full AV Rental Package add-on. Please contact info@thenavespenard.com if you would like to add this amenity to your rental in advance of your scheduled event.

FOR ADVANCED USERS: Please see "Main Hall: Additional Tech Guide" later on in this manual for Light Plot and Rep Plot resources.

Lighting Presets:
The Nave lighting system provides basic conferencing and stage lighting looks controlled by a touch panel near the Main Hall light switches at the entry. *There is an acrylic lock-box over the top of this, to ensure no one bumps into it during events. If your rental includes access to the custom Lighting panel, a key will be provided for you in the Kiosk cabinet (above the sink).*

After use, please place the lighting panel key back in the same spot where you found it. Lost keys are subject to additional fees.

- To start, unlock the acrylic box. Tap lightly on the screen to 'wake up' the device.

| Stained Glass | Center Lights | North Lights | South Lights | Stage Lights |
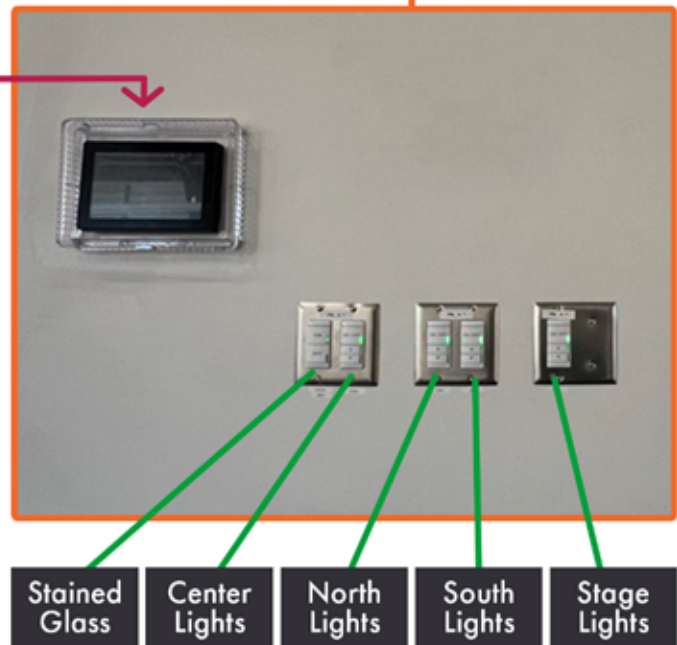
- There are 4 areas with separate controls, accessed by selecting folder tabs at the top of the screen. Each tab features an 'off' button (at bottom right of screen) for all lights within the control area.

- One preset at a time may be selected in each tab, and presets within more than one tab may be operating simultaneously. Example: "Overstage" and "Hall Decor" pre-sets can be used at the same time. Just toggle between each tab to turn them "on" or "off."

LIGHTING PRE-SETS (CONTINUED)
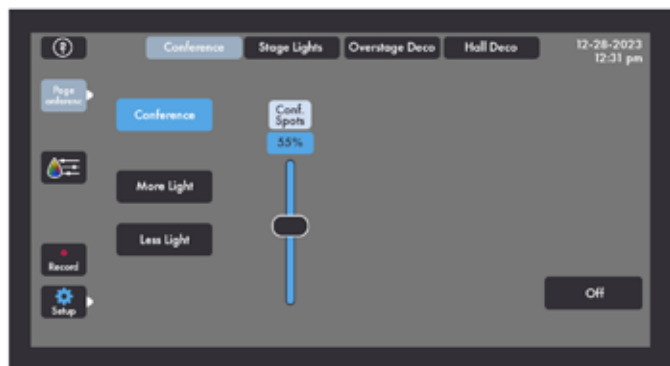
"CONFERENCE" TAB

This tab is great for standard presentations and conference/speaker events.

Toggle between each setting to learn where each light 'hits' where selected. One preset button (under Conference) provides front and side lighting in a warm white color. There are additional buttons in this section for MORE or LESS light intensity, and an independent fader for the front spotlight intensity.

If, for any reason you do not like the settings you selected, you can simply switch this tab to "OFF" (at bottom right of screen) to reset and start over.

"STAGE" TAB

This tab is ideal for concerts, parties, themed events, and performing arts events.

This section has preset buttons for Presenter or Solo Downstage-area Spotlights (in warm white color).

Select the Stage Left, Stage Center, and Stage Right buttons to change the direction of your lighting.

Color Pre-sets: Select "FULL STAGE WARM" or "FULL STAGE COOL" for an instantdramatic color wash (Warm = Orange/Red tones; Cool = Blue/Purple tones.*

If, for any reason you do not like the settings you selected, you can simply switch this tab to "OFF" (at bottom right of screen) to reset and start over.

"OVERSTAGE" TAB

☐ This tab is a good supplement to your primary lighting selections, providing a complimentary color wash on the ceiling above the stage area.

☐ Select "Warm" or "Cool" buttons in the OVERSTAGE tab for an accent color wash, to either coordinate or contrast with the full stage warm/cool presets selected in STAGE tab.
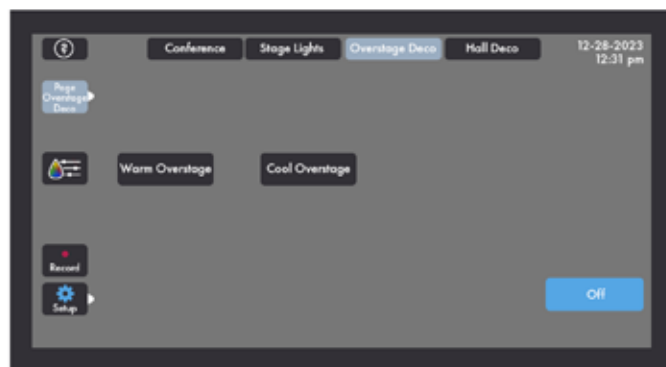
"HALL DECOR" TAB

☐ This tab fills the entire Main Hall with warm or cool colors for your guests. Ideal for dances, parties, or events with 'pizzazz!'

☐ Select Warm or Cool color accent wash (this will add floor spotlights around the room) to either coordinate or contrast with your selections in STAGE and OVERSTAGE tabs.
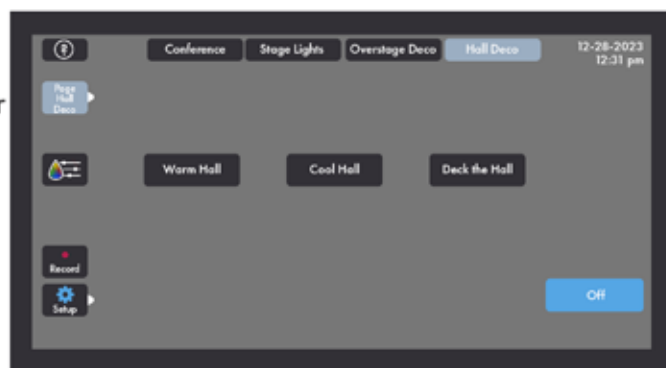
PLEASE NOTE

To further customize your lighting colors (beyond the standard instructions/presets above), please contact Nave Management to go over your needs in Tech Orientation. *Tech Orientation is required for all rentals using AV technology (light/sound) for events, and it is up to each individual renter to schedule this meeting. Please email*

info@thenavespenard.com

if you need to schedule your orientation prior to your event date.

Additional Lighting for AV Professionals/Advanced Users:

With management approval in advance, more experienced users who have selected the Full AV Rental Package may access the ETC Colorsource 20 DMX lighting console for a wider selection of pre-built looks (playbacks), and to create custom color palettes, add lighting fixtures, and program chases or show cues. The resident operating program is titled "Rep Plot" and must be reloaded when custom programs are ended. Changes to Rep Plot must be saved to a different program (show) file to preserve rep plot integrity.

To use the Colorsource console (must be requested in advance), plug power into electrical power, and network cable to AV network port. For advanced users, DMX networking protocol is sACN, and all nodes should pass RDM, for users who wish to use their own console.

Console Rep Plot Playback:

☐ Playbacks are preset looks that expand on the touchpanel presets and are available on the Colorsource console using Playback group 1. Basic playback looks are labeled on console. Playbacks stack and interplay, so many combinations are possible.

☐ You can mix fader percentages to vary light tones and intensity - i.e. mix lav (50%) and warm (25%) for a softer look.

☐ Lights will remain on until faders pulled down in playback mode, regardless of console power on/off status. Please pull down all faders before turning the console off after your event.

The Nave has been upgraded with a new, cinema-quality projector and specialty-painted screening wall behind the stage area. To ensure continued use for all community members, please do not lean on, scratch, make holes, or damage any walls.

☐ The Projector is located overhead in the loft, and is operated remotely. Please do not climb into the loft for any reason, as it is not a safe area for community users.

☐ The projector remote control and Extron wireless transmitter are stored in a clear bin labeled "projector" in the Kitchen Kiosk cabinets above the green countertops.

☐ To turn on the projector, step out into the Main Hall facing the stained glass windows. Point the remote at the Projector and press the green button for 1-2 seconds. You may hear a fan start, and see a green indicator light. It will take about 30 seconds for the projector image to appear.
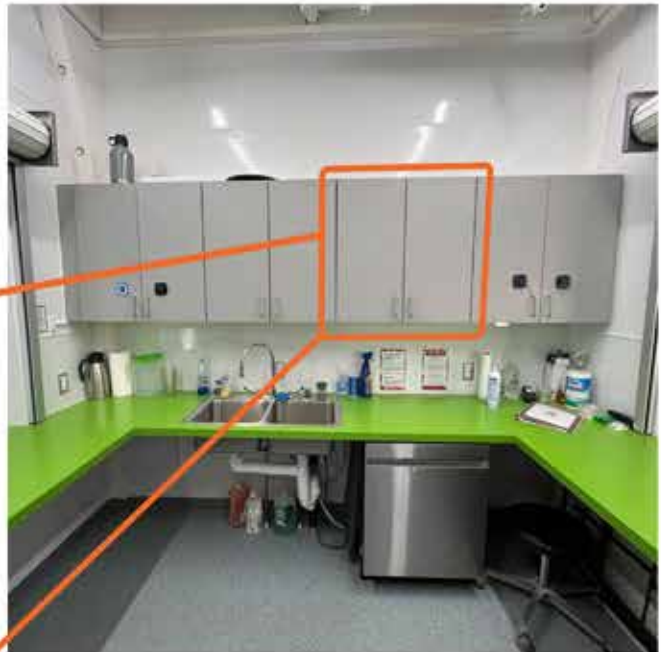
☐ Plug the Extron wireless transmitter into an electrical outlet. Then, connect the transmitter to your laptop using an HDMI cable (stored with transmitter).

PLEASE NOTE: The projector does NOT play sound. To include sound with your presentation or screening, please see "Connect a Music/Sound Source to Speaker System" in the previous Main Hall Sound/AV Guide section.

Once your presentation is complete, simply unplug the Extron from your device and the wall. Point the remote at the projector, press the red button. It will ask you to confirm, press the red button again. Once the projector is OFF, please return the Projector items to the plastic bin labeled "Projector" in Kitchen Kiosk cabinet.

Plug into electrical outlet anywhere in Main Hall

Connect to laptop with HDMI cable

POWER SERVICE HDMI IN IR OUT 5V 1.5A MAX

Extron eLink 100 T LINK IR OUT VIDEO POWER HDMI IN REGISTER RESET

Extron Wireless Transmitter Side

Extron Wireless Transmitter Front

Visual illustration of how to connect the Extron Wiresless Transmitter

HDMI cable connected to HDMI port on laptop.

HDMI cable connects to Extron Wireless Transmitter which is plugged into any electrical wall outlet in the Nave Main Hall.

THAT'S IT!

Scale of projector's throw.

PROJECTOR TROUBLESHOOTING

☐ Review all laptop settings. Make sure your laptop is set to not go to sleep after inactivity. The projector will not wake up your device otherwise.

☐ Please test your device(s) at your scheduled Tech Orientation to avoid any day-of technical issues. The Nave will not provide after-hours or evening support to users who do not attend Tech Orientation prior to their event.

☐ If you have followed all instructions above and the picture still does not show/connect, please call Nave Management at 907-227-5244, as additional technical resets may be required. For your safety, do not climb into the loft for any reason.

QUICK GUIDE: SHOWING A MOVIE

CINEMA WALL

SET-UP INSTRUCTIONS:

- [ ] Set up your laptop near one of the three AV wall port consoles throughout the Main Hall.

- [ ] Using an HDMI cable (available in the AV closet) connect your laptop to the Extron Wireless Transmitter. Plug the Extron into an electrical outlet.

- [ ] Using the remote control (stored in the kiosk cupboard), turn the projector on. The projector should automatically recognize the HDMI input.

- [ ] Connect your laptop to the Music Box using an aux cord (stored together in AV closet).

- [ ] Connect the Music Box to AV wall port CF2 (or SL5 or MX3, whichever is closest)

- [ ] After ensuring laptop audio is turned all the way down, turn the key in the AV power console to "On".

- [ ] Control house volume from your laptop.

- [ ] Enjoy the movie!
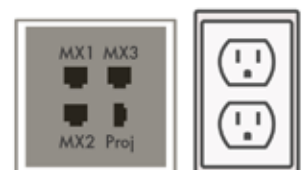
BACK WALL

What you'll need from the AV closet:

ATEM Mini Pro, USB-C cable, and power cable (stored together)

6" Field Monitor, power cable & tripod (stored together)

2 x HDMI cables +1 per additional input (up to +3)

1 x cat 5 cable +1 if additional mics are used

3 x 3-pin XLR cables +1 per additional mic (up to +4)

Music Box

Pro ISO

2 x aux cable

Keynote/Conference Setup

- Stage against cinema wall
- Extron Wireless Transmitter at podium.
- Podium audio input to 3-pin wall port labeled M5
- Audio Input to cat5/6 wall port SL5 (if using additional mics)

- AV table in back of the room
- Nave camera feed input into laptop or ATEM Mini Pro using HDMI whip in AV closet. Please note that an HDMI cable and HDMI coupler are required (both are available in the AV closet)

- Pro ISO connected to 3-pin wall ports labeled M7 & M8 (to receive audio from mics)
- Music Box connected to cat 5/6 wall ports labeled CF2 or MX3 (located under AV on/off switch)(if livestreaming audio/music)

29

Summit Setup

Summit

- Stage against side wall
- Extron Wireless Transmitter at podium.
- Podium audio input to 3-pin wall port labeled M7
- Audio Input to cat5/6 wall port CF2 (if using additional mics)

- AV table by AV closet
- Pro ISO connected to 3-pin wall ports labeled M7 & M8 (to receive audio from mics)
- Nave camera feed input into laptop or ATEM Mini Pro using HDMI whip in AV closet. An HDMI cable and HDMI coupler are required (both are available in the AV closet). Please Note: for this setup, the second PZT camera (stored in locker) may be connected via HDMI cable for additional visibility. The PZT camera is able to mount to most tripods (not available from Nave).
- Music Box connected to cat 5/6 wall ports labeled MX3 (under AV on/off key) (if using audio/music)

PTZ Camera

☐ The remote control for the PTZ camera is stored in the AV closet locker with the livestreaming equipment.

☐ Step into the main hall and point the remote at the PTZ camera to turn it on. The camera can pan, tilt, and zoom using the remote.

PTZ Camera Front   PTZ Camera Back

HDMI out   Power

☐ For advanced functions, including how to connect the remote to a second camera and how to program movements, refer to the manual by scanning the QR code (below).

PTZ Camera 1, installed above kiosk in Main Hall

Inside the AV Closet

HDMI cable connected to PTZ camera hangs from the ceiling; Connect another HDMI cable to reach AV Table

All livestreaming equipment is stored in this locker

XLR, HDMI, and power extension cables are stored along this wall.

Music Box & Pro ISO are stored right here. They should have their aux cables with them.

To access the ATEM Mini Pro quick start guide, scan the QR code
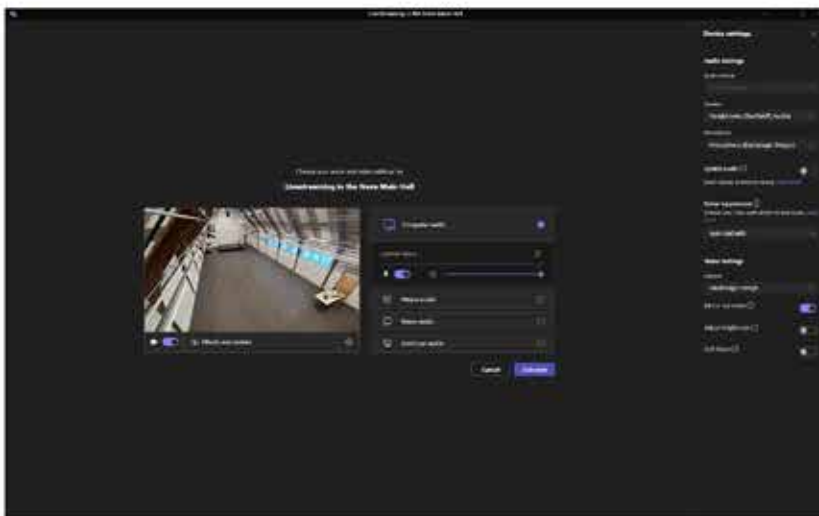
Teams, Webex, Zoom Settings

☐ Microphone and Camera input should be set to "Blackmagic Design"

☐ Depending on your meeting type, you may have to select "highlight" for your screen to continuously display for all participants. You may also choose to mute all participants in the meeting settings.

Livestreaming Table Setup Graphic

USB-C output only to your livestreaming laptop USB port

HDMI output to 6" field monitor (view all input + output simultaneaously)

Power

HDMI inputs (cameras & other laptops; up to 4)

3-pin XLR to wall ports labeled M7 & M8

Pro ISO outputs room audio to ATEM audio input

Device playing music

Music Box Front

Music Box Back
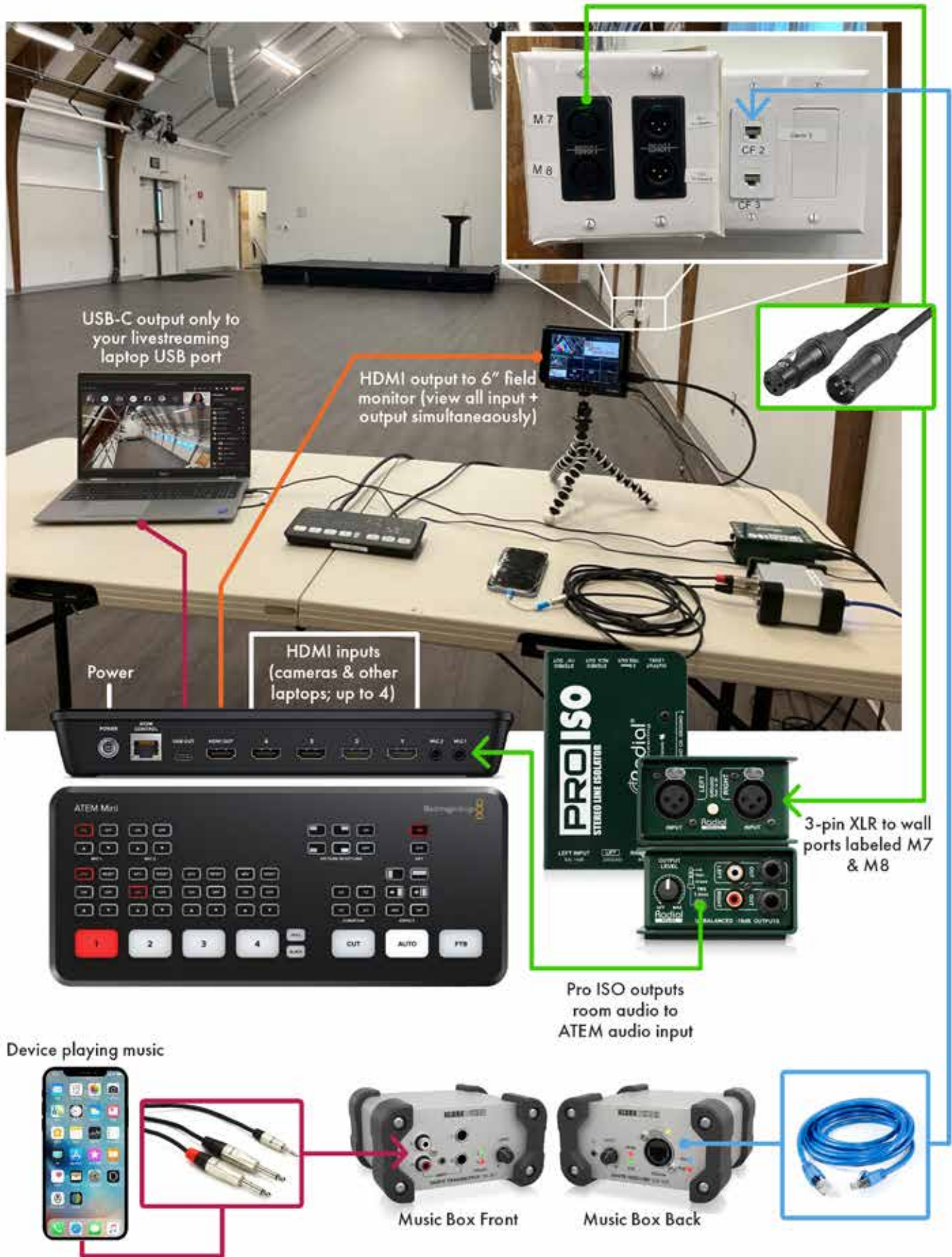
AUDIO MIXER (MIDAS RACK)
FOR ADVANCED AV USERS

The audio mixer can be controlled via its onboard WiFi link using the Microsoft tablet or the rack laptop. System must be ON at the keyswitch.

Instructions:

☐ Connect to mixer WiFi in settings: **MR18-E1-1A-A7**

☐ Open MR18 app; may need to select mixer in 'setup' tab to sync to software

☐ For further instructions see the MR18 user guide MR18_MR12_M_EN(1).pdf in the documents folder on the tablet or laptop.

☐ If changes are made for event, afterwards the mixer must be restored to the default settings; Select 'default' in the 'shows' tab and load.

|	Midas MR-18 Rack Mixer Inputs
1	QLXD 1 Wireless Handheld or beltpack with lavolier
2	QLXD 2 Wireless Handheld or beltpack with lavolier
3	QLXD 3 Wireless Handheld
4	QLXD 4 Wireless Handheld
5	Tascam ML4D 1 DDB1 L SL
6	Tascam ML4D 2 DDB1 R SL
7	Tascam ML4D 3 DDB2 L Side
8	Tascam ML4D 4 DDB2 R side
9	Tascam ML4D 5 Denon Dante DI L
10	Tascam ML4D 6 Denon Dante DI R
11	Tascam ML4D 7 DDB4 L lobby (mic)
12	Tascam ML4D 8 DDB4 R lobby (music)
13	Tascam ML4D 9 Conf desktop mic. 1 or tabletop PCC
14	Tascam ML4D 10 Conf desktop mic. 2
15	Tascam ML4D 11 Conf desktop mic. 3
16	Tascam ML4D 12 Conf desktop mic. 4
17/18	Stereo Bluetooth Input for lobby music (Denon DN-BT200)

	Midas MR-18 Rack Mixer Outputs
Main Left	Ashly Protea 1 : Main Hall Array Left
Main Right	Ashly Protea 2 : Main Hall Array Right
Aux 1	Ashly Protea 3 : Main Hall Foldback (FB)1 (L)
Aux 2	Ashly Protea 4 : Main Hall Foldback (FB) 2 (R) or Subwoofer
Aux 3	Ashly Protea 5 : Conference Speaker L
Aux 4	Ashly Protea 6 : Conference Speaker R
Aux 5	Ashly Protea 7 : Lobby Speaker L
Aux 6	Ashly Protea 8 : Lobby Speaker R

MAIN HALL LIGHT PLOT
FOR ADVANCED LIGHTING USERS
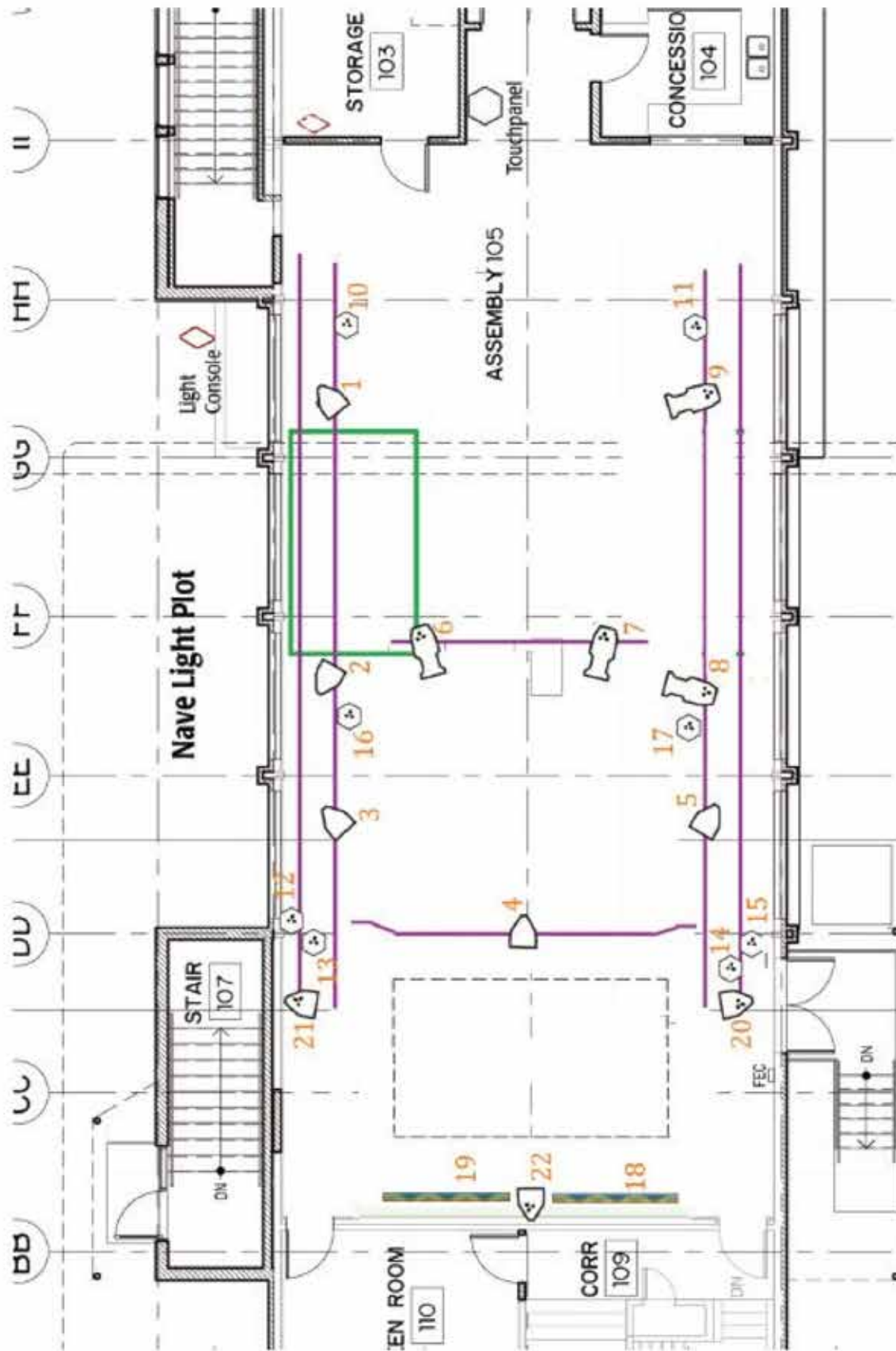
MAIN HALL INTRUMENT SCHEDULE
FOR ADVANCED LIGHTING USERS

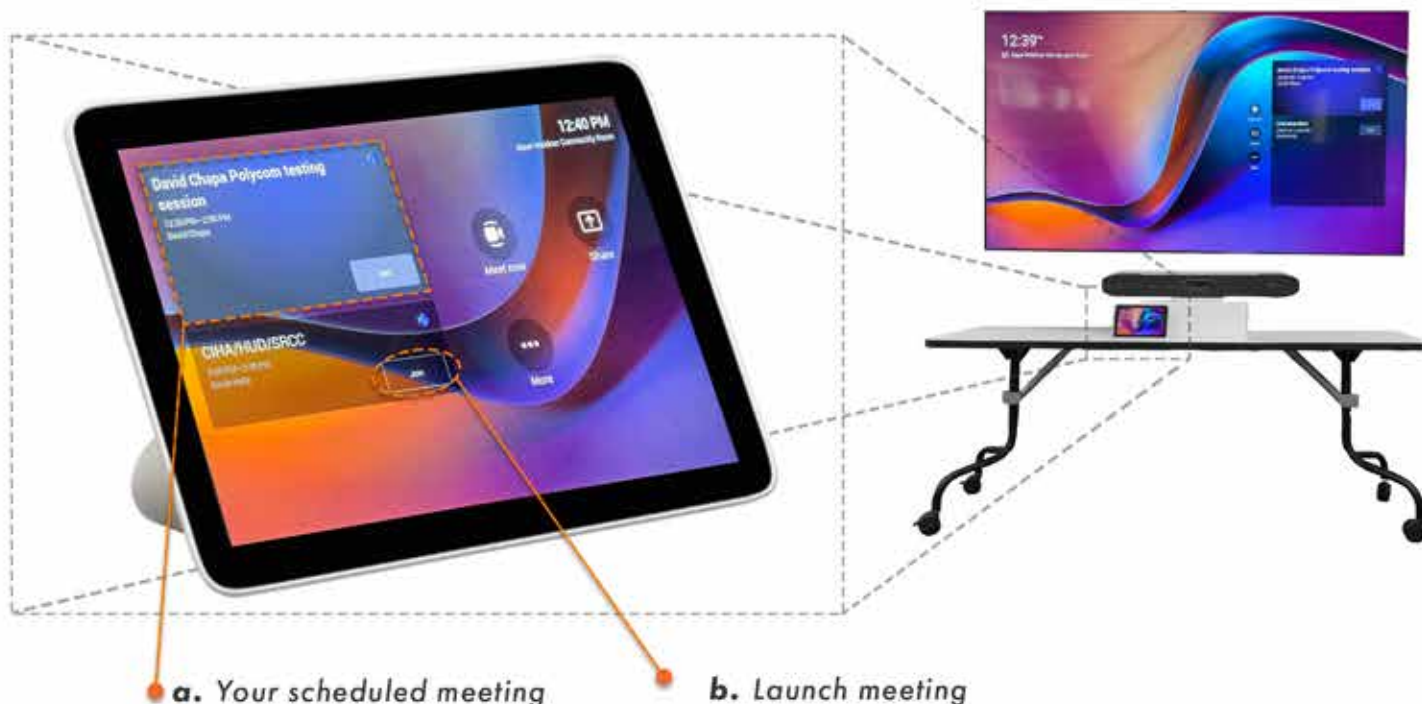| Channel	Focus	Fixture type	Description	Instrument N	DMX SA
1	Conf. back	Parnel - warm white	Chauvet EVEP-100	1 & 2	2 | 3
2	Conf Stage color spot	Elipsoidal 36º RGB	ETC Source Four	8 & 9	41 (shared)
3	Stage left front down	Parnel - warm white	Chauvet EVEP-100	3	4
4	Center stage front down	Parnel - warm white	Chauvet EVEP-100	4	5
5	Stage right front down	Parnel - warm white	Chauvet EVEP-100	5	6
6	Overstage up Left	"pancake"	ADJ SlimPar 56	14	151
7	Overstage down Left	"pancake"	ADJ SlimPar 56	15	161
8	Overstage down Right	"pancake"	ADJ SlimPar 56	12	131
9	Overstage up Right	"pancake"	ADJ SlimPar 56	13	141
10	Upstage color wash	RMP Parnel RGBW	Elation Opti-Par	20 & 21	301 (shared)
11	Stage Left color spot	Elipsoidal 36º RGB	ETC Source Four	6	21
12	Stage Right color spot	Elipsoidal 36º RGB	ETC Source Four	7	31
13	Hall wall wash North A	led tape	Akibo RGBW tape	25	401
14	Hall wall wash North B	led tape	Akibo RGBW tape	26	411
15	Hall wall wash South A	led tape	Akibo RGBW tape	27	421
16	Hall wall wash South B	led tape	Akibo RGBW tape	28	431
17	Floor Puddle NE	"pancake"	ADJ SlimPar 56	10	111
18	Floor Puddle NW	"pancake"	ADJ SlimPar 56	11	121
19	Floor Puddle SW	"pancake"	ADJ SlimPar 56	16	171
20	Floor Puddle SE	"pancake"	ADJ SlimPar 56	17	181
	above channels available in 'simple' or 'complete' mode; below 'complete' mode only				
21	Floater color parnel	RMP Parnel RGBW	Elation Opti-Par	22	321
22	Cyc color wash Stg R	RMP color strip RGBW	Elation ELED strip	18	201
23	Cyc color wash Stg L	RMP color strip RGBW	Elation ELED strip	19	211
24					

DID YOU SCHEDULE YOUR TELECONFERENCE?

Don't forget to email an invite with the meeting link to
naveweidnerroom@**cookinlethousing.org**

STARTING YOUR VIRTUAL MEETING:

KVM Switcher

1. Use the remote to power the TV on. TV should be set to "HDMI 1."

2. Select channel 1 by pressing the leftmost button on the KVM switcher.

3. The Polycom tablet should now be mirrored on the TV:

a. Your scheduled meeting   **b.** Launch meeting

JOINING ZOOM AND WEBEX MEETINGS:

This system can join Zoom and Webex meetings but a meeting link MUST BE SENT to the Weidner Room email address in advance and "accepted" by Nave staff in order to appear on the Polycom. Email the invitation link and follow the same steps as above.

SPECIAL NOTE: If you have difficulty joining a Zoom meeting, you may have more success connecting a laptop to the system or using the in-room desktop computer. Instructions for both methods are on pages 37 and 40, respectively.

OPTION 1: via internet

1. Start your meeting on the tablet.

2. Using a separate internet-enabled laptop or smartphone, join the same meeting and select "share".

3. In your meeting settings, turn off your laptop/smartphone's microphone and camera.

KVM Switcher

OPTION 2: via USB connection

1. Using a laptop, join your scheduled video teleconference.

2. Connect that laptop to the KVM Switcher (shown left) via the usb cord which should already be connected to the switcher.

PLEASE NOTE: By default, the connector uses USB-C, however, adapters for USB 2.0/1.0, USB 3.0 Type-A, and HDMI are available upon request.

3. Select channel "3" on the KVM switcher (the leftmost button).

OPTION 3: via in-room desktop
Available only to CIHA & CILC staff. Refer to page 40 for further instructions.

DID YOU SCHEDULE YOUR TELECONFERENCE?

Don't forget to email an invite with the meeting link to
naveweidnerroom@**cookinlethousing.org**

STARTING YOUR VIRTUAL MEETING:

KVM Switcher

1. Use the remote to power the TV on. TV should be set to "HDMI 1."

2. Select channel 1 by pressing the leftmost button on the KVM switcher.

3. The Polycom tablet should now be mirrored on the TV:

a. *Your scheduled meeting*   **b.** *Launch meeting*

JOINING ZOOM AND WEBEX MEETINGS:

This system can join Zoom and Webex meetings but a meeting link MUST BE SENT to the Weidner Room email address in advance and "accepted" by Nave staff in order to appear on the Polycom. Email the invitation link and follow the same steps as above.

SPECIAL NOTE: If you have difficulty joining a Zoom meeting, you may have more success connecting a laptop to the system (instructions on page 39).

OPTION 1: via internet

1. Start your meeting on the tablet.

2. Using a separate internet-enabled laptop or smartphone, join the same meeting and select "share".

3. In your meeting settings, turn off your laptop/smartphone's microphone and camera.

KVM Switcher

OPTION 2: via USB connection

1. Using a laptop, join your scheduled video teleconference.

2. Connect that laptop to the KVM Switcher (shown left) via the usb cord which should already be connected to the switcher.

PLEASE NOTE: By default, the connector uses USB-C, however, adapters for USB 2.0/1.0, USB 3.0 Type-A, and HDMI are available upon request.

3. Select channel "3" on the KVM switcher (the leftmost button).

CIHA/CILC STAFF ONLY

1. TV should be on and set to "HDMI 1."

2. Select channel "2" on the KVM switcher **(the middle button).**

KVM Switcher

3. The Weidner desktop's log-in screen should appear on the TV.
Log in. **PLEASE NOTE: If the screen does not appear, the desktop may be in standby mode; move the wireless mouse (located under the TV) to awaken the desktop.**

4. Launch your MS Teams meeting from the desktop. To use the Polycom camera, speaker, and microphone for this type of meeting, you'll need to configure your **"Device Settings."**

Click **"Device Settings."**

Select **"Room Audio"** and search for **"Nave Weidner Community Room"** or **"POLY STUDIO X50."**

The Polycom camera, microphone, and speaker **MAY NOT** auto-population in the righthand column: **THIS IS OKAY.**


5. Select "Join now" to begin the meeting. The TV will stop displaying the Weidner desktop and will begin displaying a mirror of the Polycom tablet, where your meeting is now being hosted. **THIS IS CORRECT; DO NOT ADJUST THE KVM SWITCHER OR ATTEMPT TO END OR RESTART YOUR MEETING.**

6. On the Polycom tablet: select the share icon (see below). If steps 1-5 have been correctly completed, the system will begin sharing the desktop screen from inside the tablet meeting window. You will see the built-in camera feed on the screen as well.

7. To stop sharing, select the share icon again on the tablet and select "Stop sharing."

8. Once your meeting has ended, you will need to sign out of the desktop.
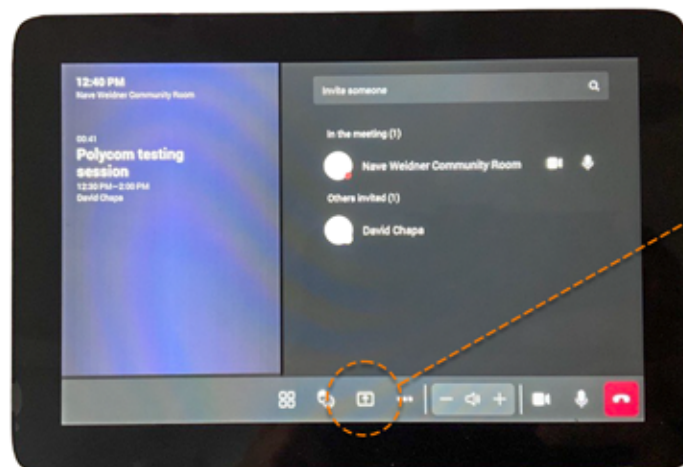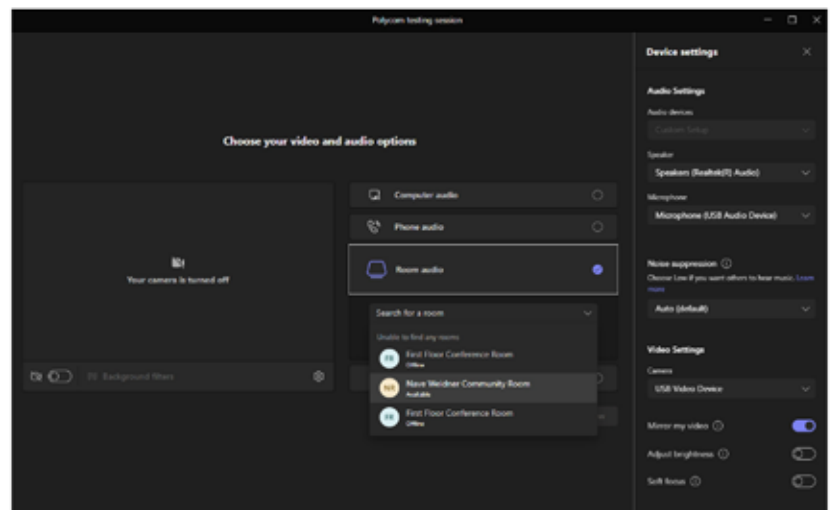
1. Share content

SECTION 4: CATERING POLICIES & LAYOUTS

Catering & Beverage Policy

ALCOHOL: For all public events with alcohol for sale, an AMCO permit is required. Please visit the State of Alaska Alcohol & Marijuana Control Office online for more information and next steps: https://www.commerce.alaska.gov/web/amco/PermitApplicationForms.aspx

FOOD/CATERING: There is **NO FEE** for bringing your own food, beverages, OR catering for your event. Please follow all cleanup guidelines (posted throughout Event Spaces). For local catering/beverage provider recommendations please see the included list in this section.

In rare cases of food or alcohol-related excessive mess (including debris/trash/spills/damage beyond what basic janitorial services can cover), additional post-event cleanup fees will be applied. Users who clearly do not follow The Nave's community space use guidelines may also be declined for future event rentals at The Nave, at Nave Management's discretion.

Stage

EXIT

The Nave Main Hall
Capacity: 200 standing, 100 seated
Room Size: 1800 square ft.

Kiosk/kitchen

Table & AV
Storage

EXIT
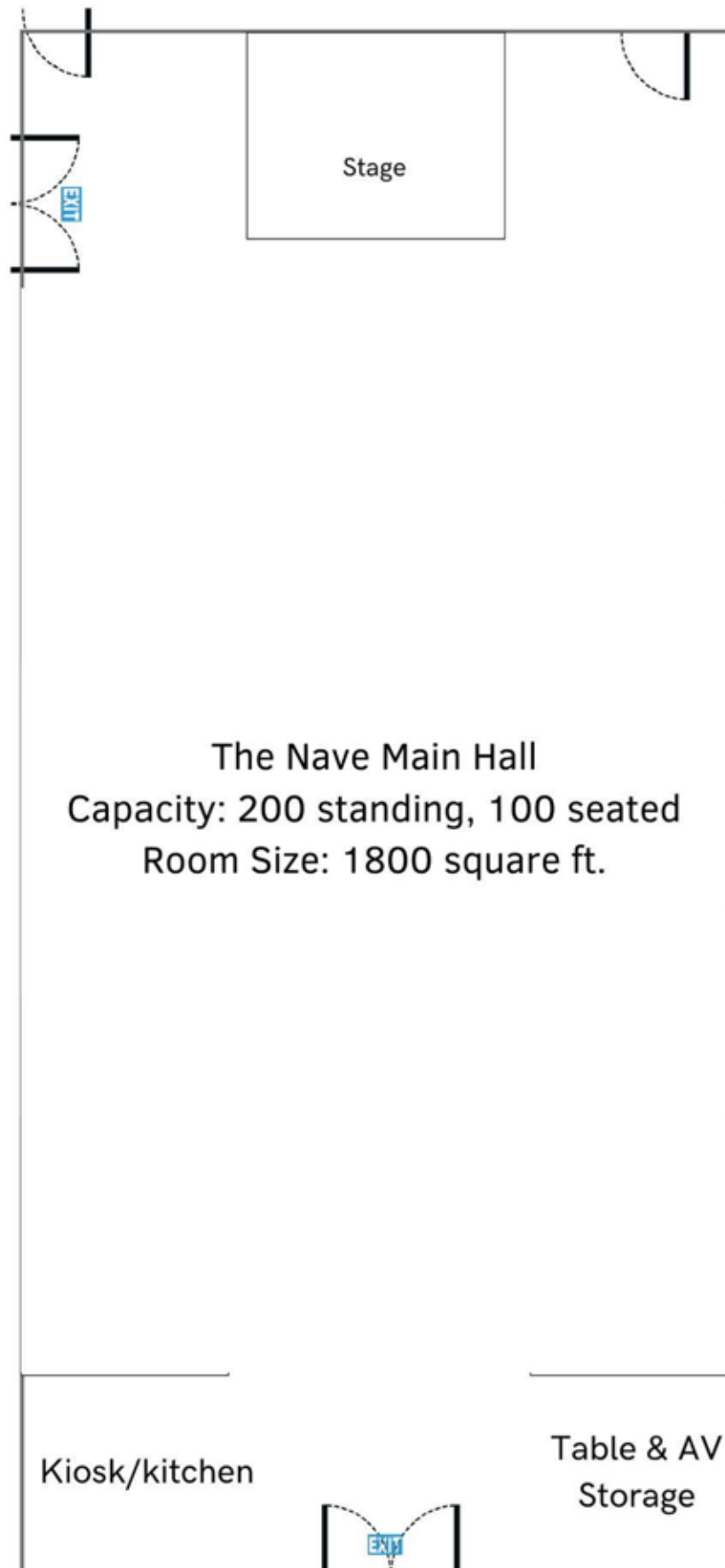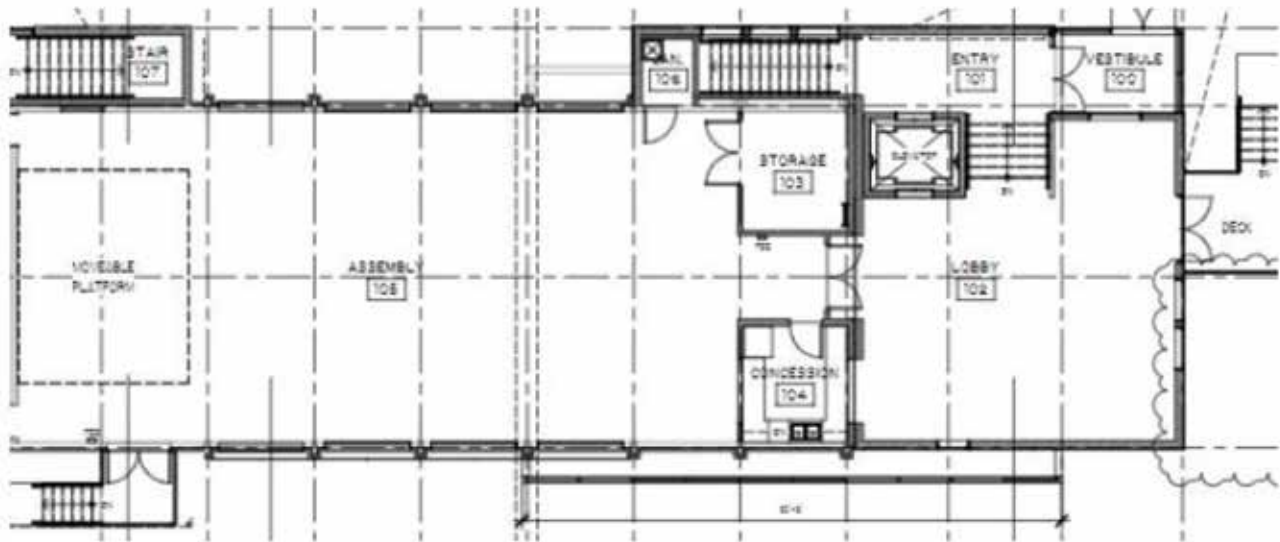
Local Community Catering Businesses

Business	Contact	Menu	Delivery/Set-Up?
Jerome's Kitchen Streatery	907-313-8328	Southern Comfort Food	Yes + Food Truck
Chowder Express	907-240-3187	BBQ, Ribs, Chowder	No - Pickup Only
Wild Fork Catering	907-279-7243	Breakfast, Soup, Salad, Sandwiches, Buffets	Yes
Peppercini's Catering	907-279-3354	Breakfast, Lunch, Salads, Sandwiches, Salads, Snacks	Yes
Wooden Spoons	907-382-2645	Bagels, Deli Platters	Yes
Sis's Cafe + Catering	907-562-3332	Breakfast, Deli Platters, Wraps, Sushi, Mexican, Buffets, Charcuterie, Desserts	Yes
Twigs Catering	907-646-4005	Breakfast, Deli Platters, Wraps, Sandwiches, Buffets, Salads	Yes
Main Event Catering	907-677-6888	Custom/Upscale, Breakfast, Buffets, Lunch, Dinner, Desserts	Yes
Sal's NY Grill + Catering	907-301-0256	American, BBQ, Custom/Upscale, Gluten Free Options, Southern Comfort, Sliders, Seafood, Beef	Yes
Fromaggio's Artisan Cheese	907-691-5711	Upscale Cheeses, Charcuterie, Sandwiches, Soups, Brunch, Custom Party Platters, Desserts	Yes
Beach Tribe Sodaworks	907-301-0996	Craft Soda Refreshments, Pop-Up Mocktail Bar, Juices	Yes
Southern City Cookin'	907-947-3103	Southern Comfort Food	Yes
Sweet Caribou	907-223-5260	Lunch Bowls, Macaron Towers	Yes
Flipsoul 907	907-308-0614	Authentic Filipino + Soul Food	Yes + Food Truck
Hula Hands	907-339-4852	Authentic Hawaiian + Desserts	Yes
Yeti Dogs	907-250-7445	Hot Dogs, Reindeer, Sausages	Yes + Food Truck
Babycakes Cupcakery	907-441-9327	Cupcakes, Creative Desserts	Yes + Food Truck
Salsa Oaxaqueña	907-865-5375	Authentic Oaxacan Cuisine	No - Pickup Only
Serrano's Mexican Grill	907-744-1555	Mexican Cuisine with Low-Fat Cooking Techniques	Yes + Food Truck
Concoction Bread & Provisions	907-865-8141	Micro-batch sourdough, gluten-free breads, sandwiches, desserts	Pickup/Delivery-No Set Up
Milano's Pizzeria & Philly Steaks	907-569-6000	Italian Cuisine; Pizza, Pasta, Sandwiches, Philly Cheesesteaks	Pickup/Delivery-No Set Up

Local Community Event Planners + Resources

Business	Contact	Services	Website/Socials
Toast of the Town	907-302-2323	Corporate Event Planner, Conferences, Galas, Fundraisers	www.toastofthetownak.com
Alaska Event Services	907-345-8789	Decorator: Weddings, Conventions, Party Rentals	www.alaskaeventservices.com
Brindle Events	907-290-3078	Wedding Planner, Full-Service Event Design	www.brindleak.com
Great Land Events	907-344-1797	Luxury Event Planner, Corporate + Social Events	www.greatlandevents.com
I Do Events	907-222-2415	Wedding + Event Planner	www.idoeventsak.com
La Boum Events	907-952-1554	Wedding Planner, Full-Service Event Design	www.laboumevents.com
A Touch of Saige Events	907-841-4824	Wedding Planner, Event Rentals, Photo Booth	www.atouchofsaigeevents.com
Logistics LLC	907-276-6060	Corporate Event Planner, Social Events, Party Rentals	www.logisticsllc.com
Dream Arch Styling & Party Planning	907-942-0308	Event Planner, Party Decorator, Custom Backdrops & Balloons	@dreamarch_AK
Photo Emporium Alaska	907-830-7622	Photo Booth Services, Special Event Photography, Corporate Headshots	www.photoemporiumak.com
Kreative Mind Events	907-764-5452	Wedding Planner, Bartending, Event Staffing, Decorating, Photography, Videography	www.kreativemindevents.com
Party World	907-561-2558	Party Equipment and Decor Rentals, Balloons	www.partyworldak.com

Do you love an amazing local business that is not featured here?
Let us know! Contact info@thenavespenard.com

Resource List

Crisis Response/Intervention

911: Emergency line

311: Non-emergency line for reaching Municipal services, including the Mobile Crisis Team, Safety Patrol, and more

988: Suicide prevention and mental health crisis helpline

211: Helpline to get connected to local resources, such as food, housing, healthcare, and more

Emergency Shelter

Anchorage Gospel Rescue Mission	907-563-5603	2823 Tudor Rd, Anchorage	University Area	Shelter for single men and women, faith-based recovery program for men, six month shelter accommodation for women returning to the workforce or transitioning to permanent housing.
Abused Women's Aid in Crisis (AWAIC)	907-272-0100 (24-hour line)	100 W 13th Ave, Anchorage	South Addition	24 hour Crisis line, shelter, and support for victims of domestic violence and their children.
Brother Francis Shelter	907-277-1731	1021 E 3rd Ave, Anchorage	Mountain View	Shelter for single men and women; check in between 4:15pm-11pm. Guests at the shelter have access to on-site basic medical care.
Clare House	907-563-4545	4110 Spenard Rd, Anchorage	Spenard	Shelter for pregnant women and women with children under the age of 18.
Covenant House	907-272-1255	755 A St, Anchorage	Downtown	Shelter and other supportive services for homeless youth.
Hope Center	907-277-4302	240 E 3rd Ave, Anchorage	Downtown	Women's cold weather shelter opens at 5:45 pm daily, dinner is provided. Shower house 9a-2pm M-F for men and women.
Salvation Army McKinnell House	907-276-1609	1712 A St, Anchorage	Fairview	Shelter for families with children.

Legal Aid

Alaska Legal Services	907-272-9431	1016 West Sixth Avenue, Suite 200, Anchorage	Downtown	Legal assistance for those facing critical civil legal issues ranging from consumer law, family law, housing problems, public benefits, healthcare, Alaska Native law, and other areas specific to veterans or the elderly.

Health Insurance

Need help signing up for insurance? United Way Insurance Navigators can help individuals sign up for insurance. **Call 2-1-1** or visit their website here: **alaska211.org**

Enroll in Medicaid at **Healthcare.gov**

Anchorage Gospel Rescue Mission	907-563-5603	2823 Tudor Rd, Anchorage	University Area	Meals served Monday-Friday 6:00-7:15 & 4:30-6:00pm. Meals Saturday and Sunday at 10:00am-11:00 am and 4:30pm-6:00pm. Families welcome. Must have ID and be able to pass breathalyzer.
Bean's Café	907-433-8600	1020 4th Ave, Anchorage	Mountain View	Mobile meal services for Bean's Café and The Children's Lunchbox.
Muldoon Community Assembly	907-337-9495	1005 Ermine Street	Northeast	Mobile food pantry every Wednesday at 9:30am.
Chugiak/Eagle River Food Pantry	907-694-5228	12836 Old Glenn Hwy, Eagle River	Eagle River	Food pantry open 10am-1pm Mondays and Fridays, 5:30-7:30pm Tuesdays.
Church of the Nations	907-272-1255	810 E 9th Ave, Anchorage	Downtown	Hot meal on Sundays 3:00pm-4:30pm.
Covenant House	907-272-1255	755 A St, Anchorage	Downtown	Food provided for homeless youth.
Division of Public Assistance: Food Stamps	1-800-478-7778	3901 Old Seward Highway Suite 131	Midtown	Call to learn about food stamps and eligibility.
Downtown Soup Kitchen Hope Center	907-277-4302	240 E 3rd Ave, Anchorage	Downtown	Bagged lunches available Monday-Saturday 12:00-1:30pm, Feed Me Hope Bakery and Culinary School vocational training programs.
Fairview Rec Center Mobile Food Pantry	907-343-4130	1121 E 10th Ave, Anchorage	Fairview	Food pantry on the 2nd and 3rd Saturdays of the month at 2:00pm.
First CME Church Mobile Food Pantry	907 563 7044	3600 MacInnes St, Anchorage	Tudor Area	Food pantry open 1st and 4th Saturday of the month at 2:00pm.
Friends in Serving Humanity (F.I.S.H.)	907-277-0818	Anchorage, 99501	Anchorage	Call the F.I.S.H. line (from 9:00am-3:00pm Sunday, Tuesday, Thursday, or Friday) for food assistance. Food will be bought, packaged, and delivered directly by the following day. Can be used only once per month.
Harvest Christian Fellowship	907-694-9395	17108 Hansen Dr, Eagle River	Eagle River	Food pantry open Tuesday 11:00am-2:00pm and Wednesday 5:30pm-6:30pm. (*for Chugiak/Eagle River residents only)
Jewel Lake Church of the Nazarene Mobile Food Pantry	907-243-2344	4025 W 88th Ave, Anchorage	Sand Lake	Food pantry open Saturdays at 10:00am.
Lutheran Church of Hope Mobile Food Pantry	907 279 7714	1847 W Northern Lights Blvd, Anchorage	Turnagain Heights	Food pantry open Tuesdays, registration starts at 4:30pm. Please don't arrive before 4:00pm.
Lutheran Social Services	907-272-0643 x14	1303 W 33rd Ave, Anchorage	Spenard	Food pantry open Tuesday, Thursday, Friday 1:00-4:00pm & Wednesday 4:00-7:00pm. Can only be used once per month.
Mountain View Mobile Food Pantry	(907) 272-3663	Clark Junior High, 150 Bragaw St, Anchorage	Mountain View	Food pantry open Fridays at 5:00pm.
Muni Women, Infants, & Children program	907-343-4668	825 L St. Suite 215	Anchorage	4320 Diplomacy Dr, Alaska Native Primary Care Center: 907-343-4440 9497 20th St, Arctic Oasis Building JBER Military Base: 907-343-4430 The L Street and JBER Clinics are open Monday, Tuesday, Thursday, and Friday 8:00 am-4:30 pm, and Wednesday 12:00 pm- 4:30 pm. The Alaska Native Primary Care Center takes walk-in appointments from 9:05am until full, and appointments can be scheduled for the afternoon. 905am-full walk ins, scheduled appointments in the afternoon.
New Hope on the Last Frontier	907-274-4673	1220 E St, Anchorage	South Addition	Food pantry open Tuesdays 10:00am-1:00pm. Please bring ID and only one person per household.
Open Door Mission	907-677- 3630	2600 E 16th Ave, Anchorage	Airport Heights	Food pantry open Tuesdays 4:00-5:30pm.
Salvation Army Family Emergency Services	907-277-2593	1712 A St, Anchorage	Fairview	Food pantry open Tuesday-Friday 1:30-4:30pm. Requires photo ID, proof of address, and DOB for household members.
Sonrise Community Church	907 279 4316	300 N Bragaw St, Anchorage	Mountain View	Food pantry open 2nd and 4th Sunday of the month at 11:00am. Must sign up.
St. Francis House Food Pantry	907 222 7323	3710 E 20th Ave, Anchorage	Airport Heights	Food pantry open Monday-Thursday 9:00am-1:00pm and 4th Wednesday of the month 4:00-6:30pm.

Access Alaska	907-248-4777	1217 E 10th Ave, Anchorage	Fairview	Independent living skills training, peer counseling, advocacy, and information and referral services. Individuals with any type of physical or mental impairment that significantly impacts their ability to live independently in the home and community are eligible for services. Information and referral services are available to anyone.
Adult Learning Center	907-375-6000	912 E 15th Ave, Anchorage	Fairview	High school diploma courses, exam tutoring, computer training, English as a second language classes, naturalization classes, Spanish classes, and parenting courses.
Alaska Center for the Blind and Visually Impaired	907-248-7770	3903 Taft Dr, Anchorage	Spenard	Vocational services and worksite evaluations, orientation and mobility training, assistive technology training, manual skills, the Bright Path Program for youth ages 15-22. Alaskans who are blind or visually impaired are eligible for services and training.
Alaska Commission on Postsecondary Education	800-441-2962	acpe.alaska.gov	Anchorage	Education planning tools and resources, financial aid for college and career training, one-on-one coaching and group workshops with a college and career specialist. The Success Center offers virtual services through Zoom, email, and telephone. Schedule an appointment at ACPESuccessCenter@alaska.gov or https://acpe-successcenter.youcanbook.me/
Alaska Department of Labor & Workforce Development	907-269-4651	labor.alaska.gov	Anchorage	See job postings in Alaska, post a job, get education and training, and receive information on the labor market.
Alaska Job Center Network	907-269-4800 907-269-0000	3301 Eagle St. Suite 101/ 1251 Muldoon Rd	Midtown/ Northeast	Workshops on employment after incarceration, interviewing strategies, resume writing, federal applications, computer skills. Workshops may be in-person or online.
Alaska Works Partnership	907-569-4711	161 Klevin St, Anchorage Suite 203	Mountain View	Training in construction job skills, including trainings for women and transitioning active-duty military members. For course listings and applications visit the website: www.alaskaworks.org.
Anchorage Literacy Program	907-337-1981	1345 Rudakof Circle Suite 104, Anchorage	Russian Jack Park	Literacy classes for adults and families with young children. Classes include GED, English as a Second Language, Digital Literacy, and Health.
Assets, Inc.	907-279-6617	2330 Nichols St, Anchorage	Airport Heights	Supported living services and employment for adults with disabilities.
Cook Inlet Tribal Council Career Development Center	907-793-3467	3600 San Jeronimo Dr, Anchorage	Airport Heights	Walk-in resource center for Alaska Native people seeking employment or training opportunities. Job search assistance, career assessment, workshops, and computers with internet access. Open 8:00am- 5:00pm Monday- Friday.
Covenant House	907-272-1255	755 A St, Anchorage	Downtown	Career counseling, vocational referrals, internship opportunities, transportation assistance, job search and education workshops, resume and cover letter building, professional clothing provision, employment and college referrals, life skills training. Youth ages 16-24 are eligible.
Goodwill Job Connections Center	541-431-3309	goodwill-alaska.org	Anchorage	Work with an Employment Specialist by phone, email, or appointment to identify work skills, experience and interests in order to provide job leads in the community. Assistance with application and interview process, access to computers and other office equipment. https://goodwill-alaska.org/job-connections/
Job Lab at Loussac Library	907-644-9600 ext 1003	anchoragelibrary.org	Anchorage	Coaching and online programs to assist with job searches, applications, resumes, and interview preparation. https://www.anchoragelibrary.org/resources/learn-explore/job-and-career-help-center/
Nine Star	907-279-7827	730 I St, Anchorage	Downtown	Variety of education and employment services for youth and adults. Includes GED preparation, ESL classes, job search assistance, and career advising.
Partners for Progress	907-258-1192	417 Barrow St, Anchorage	Downtown	Support groups, life skills training, goal setting, mentoring, job readiness training, budgeting and money management classes for recently incarcerated individuals. Also provide short-term housing, bus passes and food assistance.
Southcentral Foundation RAISE Program	907-729-5015	4175 Tudor Center Dr. Suite 105, Anchorage	University Area	Summer, winter and graduate program sessions in health-related careers and workplace skills development for Alaska Native and American Indian youth ages 14-19.

Responding to Community Members and Employees in Crisis

"What to do if...?"

Business Owner Situation	Best Practices
Someone is exhibiting violent behavior, such as physical threats or displays of weapons.	Call 9-1-1 if a situation is violent or shows threats of violence.
Someone is being verbally abusive to staff or customers.	Call 3-1-1 and ask for the Mobile Crisis Team. If the situation becomes unsafe, call 9-1-1.
Someone is experiencing a behavioral health crisis at or near your business.	Call 3-1-1 and ask for the Mobile Crisis Team.
Someone is sleeping in your building entrance or parking lot.	Keep in mind that this person has just spent the night outside and likely had a hard night's sleep. Be kind and use direct language to let the individual know they can no longer sleep in that location. Ask if they need help and provide suggestions for where to go to seek shelter and resources. If a situation is not resolving on its own, call 3-1-1 and ask for the Mobile Crisis Team to come assist. If a situation ever becomes unsafe for you or the individual, call 9-1-1.
There are hazardous materials in or near your business, including human waste or drug paraphernalia.	A hazardous waste pick-up service is available on a call-in basis. Please call 428-1742 or 343-6250 for further information.
	Hazardous waste dropoff is available at the Anchorage Regional Landfill from 8:00am–5:00pm Tuesday to Saturday, and at the Central Transfer Station from 8:00am–5:00pm on Tuesday, Thursday, and Saturday.
	For additional guidance, refer to the CDC's guidelines for cleanup: http://www.cdc.gov/healthywater/global/
Someone is incapacitated.	Call 3-1-1 and ask for the Safety Patrol.
A patron or employee is experiencing a mental health crisis or threatening self harm.	Call 9-8-8 if the individual is willing and able to talk to someone remotely. Call 3-1-1 if the individual needs in-person assistance. If a situation becomes unsafe, call 9-1-1.
A patron or employee needs help getting access to resources, such as food or housing assistance.	Direct the employee to call 2-1-1 to be connected to services, or refer to the resource list to find a specific service or organization.
Someone asks for money or other goods.	Politely decline. Offer to connect individual to community services (see Resource List) or via 2-1-1.