

Audio Visual (AV) – Event Technology Checklist

Print this and take it to your site inspection, this document along with notes can help us to make your planning simple and free of any unwanted surprises.

Verify with Preferred Venue or Facility re AV-Bandwidth-WiFi Capability

- Policy re outside AV vendor
- Extra charge if outside vendors allowed?
- OK to book directly with in-house AV vendor?
- Verify bandwidth capability for high speed Internet
- Verify location of access points (AP) for wireless
- Verify satellite dish if broadcasting via satellite
- Check and record ceiling heights and obstructions
- Rigging capability for hanging specialty lighting
- Actual room dimensions OK for AV set-up
- Note where doors and windows are located
- Any entrance or exit OK to block for AV set-up?
- If windows or mirrors, can they be covered?
- Note any space obstructions (columns, built-ins)
- Adjustable lighting in every room? Test.
- In-house sound system in each room? Test.
- Built-in screens located on side with no doors?
- What equipment provided at no charge by venue?
- In-house security policy re AV equipment
- Policy re 24-hold of space for AV set-up
- Union regulations and restrictions

Verify AV Equipment Requirements

- Microphones – wired or wireless
- Microphones – hand held or lavalier
- Microphones – table or floor stands
- In-house sound system OK or supplemental needed
- Portable sound system required (yes for musicians)
- Mixer board(s) – how many
- Video cameras
- Desktop – laptop computers
- CD – DVD – Video – Audio Cassette players
- Two-way radios – reception capabilities in all areas
- Projectors – built-in or special order
- Projectors – how many – what type
- Screens – built-in or special order
- Screens – what size – how many – what type
- Flipchart, easels, white board, markers, erasers
- In-house lighting adjustable in every room
- Supplemental lighting needed – where – what kind
- Specialty lighting requirements – trusses - rigging
- Spots available in-house or special order
- Lighting placement for speakers / presenters
- Electrical supply OK or additional needed
- Staging built-in or rental of risers needed
- Number of risers, hand rails and steps to order
- Podium – how many – with or without microphone
- Special effects – what kind
- Technicians – camera, lights, sound, projection
- Technicians – how many – what kind – how long
- Technicians needed for duration of program
- Speaker-ready room (Green Room)