

# A/V Checklist

✓	Planning For Your AV Needs	Notes
	<b>Internal or External AV items to consider</b>	
	Ask the venue's policy for using an outside A/V vendor and consider which options is better.	
	Is there an extra charge for using an outside vendor?	
	Get quotes from outside vendors to compare with hotel's in house A/V.	
	If your A/V spend is \$50,000 plus, consider taking your A/V partner with you on the site visit.	
	Obtain the in-house facility representative's contact info	
	<b>Important Venue Details</b>	
	Get details on dock and elevators for equipment.	
	When are the load-in/load-out times?	
	When is room set-up?	
	Are there charges for set-up and move-out days?	
	Are there freight elevators? Dimensions?	
	A CAD drawing of your room is required.	
	Discover if there are any union regulations.	
	Is there a 24-hour hold on a room? If so, is there an extra charge for it?	
	Is there full-time security?	
	What is the process for locking and unlocking rooms?	
	Is engineering on staff or contracted?	
	Check and document ceiling heights.	
	What obstructions exist in the room? Columns or built-ins?	

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✓	Room Layout Overview	Notes
	Does the room have a sound system? Listen to it to test the quality.	
	Does the room have a stage or are rentals needed?	
	Determine number of risers, hand rails and steps to order.	
	Is there house background music?	
	Who handles the facility sound? Is there a patch fee?	
	Can the rooms be patched for audio recording from a central location?	
	Are portable sound systems available?	
	Is there adjustable house lighting in every room? Test the lighting.	
	Can room lighting be divided into sections?	
	If you need stage lighting hung from the ceiling, what restrictions are there? Is there a ceiling plan available?	
	Do you have any specialty lighting needs – trusses, rigging and spots?	
	Are there rigging points? What are they rated for?	
	Does rigging in the space require the use of an in-house team? Cost?	
	What are the wall coverings in the room?	
	Are man, scissor, basket lifts available at the venue? Cost?	
	Where is the electrical in the room?	
	How many amps is the electrical service rated for?	
	Who provides the electrical hook-up?	
	What is the cost for electrical hook-up and use?	
	How many separate wall circuits are in the room?	
	What type of phone, data and internet is available in the venue? What are the associated costs?	
	Create timeline and matrix of A/V needs day by day, hour by hour, room by room and each speaker's requests.	
	Assign room monitors for each function.	
	Oversee rehearsal with A/V techs and key players.	

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✓	Recommended A/V Items For Your Event	Notes
	Microphones – wired or wireless, handheld or lavalier, tables or stands	
	Podium	
	Portable sound systems	
	Mixer boards	
	Video cameras	
	Is a mixer needed? If so, how many?	
	Is a sound technician needed?	
	What make and model of computer will be used?	
	Will you need internet? If so, what speed?	
	If using a laptop, is power supply or adapters needed?	
	Is a projector needed? How many and what type?	
	Screens – what size, how many and what type?	
	Lecterns – how many and with/without microphone	
	Will pipe and drape be needed?	
	Rehearsal needs day prior? If so, obtain one-day room rental fee info.	
	Portable sound systems?	
	Flipcharts, easels, white boards, markers	
	Is a confidence monitor needed?	
	Wi-Fi speed/strength for all attendees to be online at once.	