

AV Checklist

When you're planning for an event, remember to share the information your AV Team will need. Here are some of the important questions to ask to ensure a successful event:

Loading in/out:

- Who is the facility representative and what is their contact info?
- What is the load-in and load-out time?
- Is there a hold on the space for AV set-up?
- What are security policies?
- Any entrance or exit policies for AV set-up?
- Does the venue have a loading dock? What size truck will fit into the dock?
- What time can we load-in without other vendors on the dock?
- Is there a clear and 3' wide path from the dock to the room?
- Are there freight elevators?
- What are the dimensions of the elevator?
- How far are the elevators from the room?
- Are there union regulations and restrictions?
- If so, which union(s) will be involved?

Space Requirements:

- Is a CAD drawing of the room available?
- Is a room layout drawing available?
- Do drawings include AV control tables?
- Note where doors and windows are located
- Note any space obstructions (columns, built-ins, chandeliers)
- If there are windows or mirrors, can they be covered?
- What is the lowest ceiling height of the room?



- Are there rigging points? What weight are they rated for?
- Does rigging in the space require the use of an in-house team?
- What is the policy re: outside AV vendors?
- Extra charge if outside vendors allowed?
- What are the wall coverings in the room?
- Supplemental lighting needed – where – what kind?
- Is drape of scenic design needed?
- Do you have specialty lighting requirements?
- Is there a stage built-in or are rented risers needed?
- Number of risers, handrails and steps needed?

Power Availability:

- Is there an in-house facility manager?
- Are electricians located on premise?
- Is there a 3-phase Camlok service? Where?
- How many amps is the service rated for?
- How many SEPARATE wall circuits are available in the room?

Presentation Details:

- How many presenters and panel discussions are planned?
- What are they presenting (typically Powerpoint, Keynote, video)
- What is the source of content (CD – DVD – Hard Drives)?
- Are desktop – laptop computers needed?
- Mac or PC?
- Will there be videos with sound presented?
- Are projectors needed?
- Are screens needed – how many – size preference?
- Is rear screen projection desired?
- What furniture is needed on stage?
- Podium – how many – with or without microphone?



Entertainment:

- What entertainment will you have?
- Will there be dancing?
- Is there a special talent contract rider?
- What special needs will the entertainers have?

Other Important Considerations:

- Do you have microphone preferences (hand held, table, floor stands or lavalier)?
- Is there a speaker-ready room (Green Room)
- Are flipchart, easels, white board, markers, erasers needed?
- Are technicians desired for duration of program?
- Two-way radios – reception capabilities in all areas
- Are video cameras needed for streaming or webcasting?
- Is creative lighting desired?
- Are drape or scenic elements desired?
- Who will supply crew meals?
- Verify bandwidth capability for high speed Internet.
- Verify location of access points (AP) for wireless.