



# A/V CHECKLIST

## A PRE-SHOW AUDIO VISUAL GUIDE FOR EVENTS

*Planning for a variety of scenarios will help ensure your event runs smoothly, even if everything goes off without a hitch.*

### PRE-MEETING

**Pre-record your demos:** If you need to demonstrate software, an app, or a website, have a prerecorded version on your machine in case the Internet connection is slow or down at the time of your talk.

**Bring backups:** If a piece of technology is critical to the success of your talk, request that it be provided, but also bring your own. Please have a backup of the presentation (on drives and in the cloud) and printouts of your slides and notes.

### A/V NEEDS

#### ★ MICROPHONE:

- Wired or wireless, lavalier, table, or floor stands?
- If using wireless, will there be frequency band issues at the venue?

#### ★ IN-HOUSE LIGHTING:

- Supplemental lighting needed?
- Stage lighting needed?
- Up-Lighting needed?

#### ★ SOUND SYSTEM:

- In-house sound system, or supplemental needed?
- Portable sound system required?

#### ★ MIXER BOARD(S):

- How many?

#### ★ VIDEO CAMERAS:

- How many?
- Will you need to record the event?

#### ★ DESKTOP/LAPTOP COMPUTERS:

- How many?
- Will your presenters be bringing their own?
- Are adapters, dongles, or other cables needed?

#### ★ DISPLAY SCREENS:

- How many?
- What is the aspect ratio needed for the screens?

#### ★ REMOTE CLICKERS:

- Do the presenters know how to use them?

#### ★ PODIUM/LECTERN:

- How many, if needed?
- With or without microphone(s)?

#### ★ TWO-WAY RADIOS:

- ★ Reception capabilities in all areas?

### AT VENUE

**Test your slide deck:** Click through every single slide. Make sure the text is large enough for you to read.

**Play all the media:** Double check you have all your media, and that the file types will play on the machine you're using. Is the sound equalized on your presentations?

#### ★ PROJECTORS:

- Built-in, or special order?
- Front or rear?

#### ★ TECHNICIANS:

- Camera, lights, sound, projection, other?

#### ★ SCREENS:

- What size? How many? What type?

#### ★ WIFI:

- Is there wifi at the venue?
- Is the WiFi free?
- Are there any WiFi dead zones at the venue?
- Will there be multiple events on the same day that will be relying on the same network?

#### ★ LIVE STREAMING:

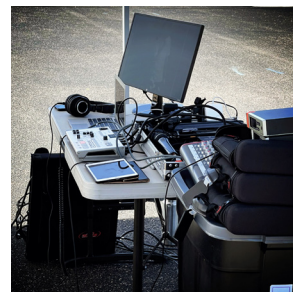
- Is it needed?

#### ★ MULTIPLE ROOMS:

- Will your conference or presentations take place in different rooms?
- Will you need separate A/V set ups in the rooms?
- What are the dimensions of each room?

#### ★ MISCELLANEOUS:

- Does the venue have sufficient electrical supply?
- How long do we have for set-up and break-down?
- Will we have access to the venue earlier/later?
- Will you need an on-site rehearsal?
- Do you have a matrix of all your equipment needs per day, hour-by-hour, room-by-room, including speaker's names and topics and length of presentation for each speaker?
- Do any of the speakers need special accommodations?



Castle Rock, Colorado 80109  
 303.578.5692 | rockstarrentals.jacob@gmail.com  
 www.rockstar5280.com

LIGHTING | SOUND | DECOR