



Event Planners AV Checklist

Client			
Event		Event Date	
Location		Contact Name	
Address			
Phone		E-Mail	

Verify if Facility is AV Friendly

Verify adequacy of high speed Internet access	Any entrance / exit OK to block for AV set-up
Verify broadband width – satellite capabilities, etc.	If window(s) or mirror(s), can they be covered
Check and record ceiling heights	Note any space obstruction(s) (columns, built-ins)
Check for ceiling obstructions (low chandeliers)	Adjustable house lighting in every room - Test
Rigging capability for hanging specialty lighting	In-house security policy re AV equipment
Actual room dimensions OK for AV set-up	Policy re 24 hr – Hold of space for AV set-up
Note where doors and windows are located	Review AV placement with traffic flow

Verify AV Equipment Requirements

Microphones – wired or wireless	Supplemental lighting needed – Where - What kind
Microphones – hand held or lavalier	Specialty lighting – trusses – rigging – spots
Microphones – table or floor stands	Lighting placement for presenters & speakers
Portable sound systems	Electrical supply OK or additional needed
Mixer boards	Staging built-in or rental of risers needed
Video cameras	Number of risers, hand rails and steps to order
Desktop – laptop computers	Background music – Sound effects
Media Sources; CD - DVD - Visual Presenter	Flipcharts - Easels - White Boards – Markers -
Projectors – How many – What type	Speaker-ready rooms (Green room)
Screens – What size – How many – What type	Speaker's live screen review monitor
Lecterns – How many - With / without microphone	Technicians – How many - What kind - How long

Century AV Vendor Process

Prep AV specifications for function	Onsite set-up / remove times & security policy
What back-up equipment will be available on-site	Review AV order line by line - including comments

Speaker & Presentation Requirements Advance Review

Confirm with all speakers and presenters	Schedule on-site rehearsal – time line review
Re-think / adjust program or set-up requirements as needed to avoid potential problems	Set-up AV matrix of equipment needs per day, hour-by-hour, room-by-room, speaker name / topic
Finalize time line and distribute well in advance	Assign volunteers to attend / monitor each function

Event Day - On-Site

Pre-event meeting for program review / orientation	Orientation for volunteer monitors
Check of AV set-up for each function	Oversee rehearsal with AV techs and key players
Check of speaker-ready rooms	

Note: It is HIGHLY recommended that a Century AV Technician be consulted before making any booking commitment with a venue for a meeting or event. An audio visual professional may need to verify that the layout of a space will accommodate specific needs for audio visual equipment setup and production, including rigging of lights if needed, etc. Your Century AV Tech will ensure the space is without obstacles such as, low ceilings, reflecting mirrors or windows that might interfere with visibility or diminish the desired effect of your presentations or performances.

Century AV Technician	Phone	E-Mail