

# Planning Helper **SAMPLE**

## Audio Visual (AV) – Event Technology Checklist

Name of Meeting | Conference | Event | Social Function

Day / Date / Year – Name of Venue or Facility

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

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

### Verify AV Equipment Requirements

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

### AV Vendor Selection Process

- |  |  |
|--|--|
| <input type="checkbox"/> Prep AV function specifications                   | <input type="checkbox"/> Request contract – trace deadline to receive      |
| <input type="checkbox"/> Get 3 AV referrals from trusted resources         | <input type="checkbox"/> Compare line items against function specs or RFP  |
| <input type="checkbox"/> Set-up comparison spreadsheet                     | <input type="checkbox"/> Review with committee or authorized officer       |
| <input type="checkbox"/> Make initial inquiries – follow-up with specs     | <input type="checkbox"/> On-site set-up and security policy                |
| <input type="checkbox"/> Complete comparison spreadsheet                   | <input type="checkbox"/> Review, discuss, check references of top two      |
| <input type="checkbox"/> How long has company been in business             | <input type="checkbox"/> Send Request for Proposal (RFP) – trace deadlines |
| <input type="checkbox"/> What equipment is company-owned                   | <input type="checkbox"/> Evaluate RFPs - update comparison spreadsheet     |
| <input type="checkbox"/> Experience with similar programs in size / scope? | <input type="checkbox"/> Review with committee re approval to contract     |
| <input type="checkbox"/> What back-up equipment will be available on-site  | <input type="checkbox"/> Request revisions as needed in proper format      |
| <input type="checkbox"/> Company personnel, subcontractors or union        | <input type="checkbox"/> Proofread revised contract line item by line item |
| <input type="checkbox"/> Company and staff involvement in planning process | <input type="checkbox"/> Forward contract for authorized officer to sign   |
| <input type="checkbox"/> Minimum number of tech hours per day required     | <input type="checkbox"/> Returned signed contract to AV before deadline    |
| <input type="checkbox"/> Experience with union regulations, restrictions?  | <input type="checkbox"/> Counter-signed contract returned by AV vendor     |
| <input type="checkbox"/> Policies re speaker / presenter ready rooms       | <input type="checkbox"/> Schedule on-site walk-through with AV at 45 days  |
| <input type="checkbox"/>   | <input type="checkbox"/>   |

### 45 days in Advance – Speaker / Presentation Type and Requirements

- |  |  |
|--|--|
| <input type="checkbox"/> Confirm with all speakers and presenters  | <input type="checkbox"/> On-site walk-through with AV tech   |
| <input type="checkbox"/> Set up AV matrix of equipment needs per day, hour-by-hour, room-by-room, speaker name/topic | <input type="checkbox"/> Re-think / adjust program or setup requirements as needed to avoid potential problems |
| <input type="checkbox"/> Submit proposed timeline to AV  | <input type="checkbox"/>   |

### 30 days in Advance – Speaker / Presentation Requirements

- |  |  |
|--|--|
| <input type="checkbox"/> Re-confirm with all speakers and presenters       | <input type="checkbox"/> Notify AV if major changes anticipated            |
| <input type="checkbox"/> Update AV matrix as needed - ONGOING              | <input type="checkbox"/> Distribute final AV matrix two weeks in advance   |
| <input type="checkbox"/> Schedule on-site rehearsal / timeline review      | <input type="checkbox"/> Finalize timeline and distribute two weeks in adv |
| <input type="checkbox"/> Assign volunteers to attend/monitor each function | <input type="checkbox"/>   |
| <input type="checkbox"/>   | <input type="checkbox"/>   |

### On-Site

- |   |  |
|---|--|
| <input type="checkbox"/> Pre-con meeting for program review / orientation | <input type="checkbox"/> Orientation for volunteer monitors              |
| <input type="checkbox"/> Early a.m. check of AV set-up for each function  | <input type="checkbox"/> Oversee rehearsal with AV techs and key players |
| <input type="checkbox"/> Early a.m. check of speaker-ready room           | <input type="checkbox"/>   |
| <input type="checkbox"/>  | <input type="checkbox"/>   |

[Understanding Bandwidth-WiFi made easy for meeting and event planners. It's a need-to-know!](#)