

YOUR **ON** BUTTON.

When you engage Show Time Rentals for your event, you don't get just high-tech equipment. You also receive the dedicated service and focused attention of our experienced team. We know that successful events begin and end with planning, so we've provided this resource to guide you through every step of the way.

AUDIO VISUAL CHECKLIST

Name of Event: _____

Venue/Facility: _____

Day/Date/Year: _____

Pre-Event Planning

- Verify adequacy of high speed Internet access, wireless access points
- Verify broadband width – satellite capabilities, etc.
- Estimate ceiling heights
- Check for ceiling obstructions (low chandeliers)
- Sketch your desired A/V placement
- Note outlet and Internet drops
- Note where doors and windows are located
- Any entrance or exit OK to block for A/V set-up?
- If windows and mirrors, can they be covered?
- Note any space obstructions (columns, built ins)
- In-house sound system in every room? Test.
- Built in screens located on side with no doors?
- Union regulations and restrictions

Verify Equipment Requirements

- Desktop and/or laptop computers – Do they need to be networked?
- Monitors – Size? LCD or LED? Video source for the monitor (computer, DVD, thumb drive, iPad, etc.)
- Touch screen monitors
- Copiers or laser printers
- Copier functions needed: staple, collate, duplexing, internet connection
- Microphones – wireless and wired, indoor or outdoor
- Microphones – handheld and lavalier
- Microphones – table and floor stands
- In-house sound system OK or supplemental needed
- Portable sound system required (yes for musicians)
- Amplifiers
- Mixer boards
- Video cameras
- CD/DVD/Video players
- Two-way radios – reception capabilities in all areas
- Projectors – built in or special order, front or rear
- Screens – tripod or fast-fold
- Dress kits for screens
- Extra toner cartridges
- Accessories: flipcharts, easels, white boards, markers, erasers
- Supplemental lighting needed
- Electric ok or additional needed
- Staging built-in or risers needed
- Podium – with or without microphone
- Special effects
- Technicians needed for duration of program
- Speaker ready room (green room)
- Scooters and/or other ADA needs

45 Days in Advance

- Confirm with all speakers and presenters
- Establish with Show Time Rentals an A/V matrix of equipment needs per day, hour-by-hour, room-by-room, speaker/topic
- Confirm A/V timeline with Show Time Rentals

30 Days in Advance

- Re-confirm with all speakers and presenters
- Update A/V matrix with Show Time Rentals (ongoing)
- Schedule on-site rehearsal/time line review
- Assign volunteers to attend/monitor each function
- Notify Show Time Rentals if major changes anticipated
- Distribute A/V matrix and timeline 2 weeks in advance

On-Site

- Pre-con meeting for program review/orientation
- Early a.m. check of A/V set-up for each function
- Early a.m. check of speaker ready room
- Orientation for volunteer monitors
- Oversee rehearsal with Show Time Rentals and key players