EVENT AV CHECKLIST

Avoid disasters. Lock in professionalism. Deliver your pitch with confidence.

Equipment

- High-quality wireless microphones (with backup mics on standby)
- Reliable slide clicker (plus a backup clicker, tested in advance)
- Dual projectors/screens (if one fails, the other runs)
- Confidence monitor on stage (so you can see slides without turning)
- Speaker timers (visible to presenter)
- Stage lighting (check brightness, avoid shadows on face)
- Music playback system (walk-on, walk-off, and background tracks)

Staff

- Dedicated AV team members (not freelancers "patched in")
- One sound engineer focused only on audio
- One tech managing slides, video, and clicker
- One lighting operator (if large-scale event)
- Clear communication channel (headsets or radios) between staff

Rehearsal

- Full run-through with microphones and slides in room
- Test every video and animation (watch for lag)
- Walk on/off rehearsals for speakers
- Confirm slide transitions, lighting cues, and music timing
- Rehearse high-ticket pitch with AV timing (forms handed out on cue)

Backup Plans

- Extra batteries for microphones and clickers
- Hard copy of slide deck on USB

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- Printed copy of slides for presenter as fail-safe
- Backup laptop already loaded with presentation
- Backup projector (if budget allows)

On-Site Operations

- Pre-event soundcheck in the actual room with microphones
- Check volume at front, middle, and back of room
- Review lighting at different times of day (natural light shifts)
- AV booth staffed during all sessions, never leave it unattended
- Tech team stationed near stage for emergencies

Post-Session

- AV staff ready to mic next speaker (no delays)
- Debrief after day one and note and fix any issues
- Confirm next day's files, cues, and timing before leaving

Remember: Your AV isn't just background. It *is* the stage. If it fails, your authority crumbles. If it performs flawlessly, your audience never thinks about it — which is exactly what you want.

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