

Event Day AV Checklist

Event type: _____ Venue name & location: _____

Guest count: _____ Date: / / Time: _____ Run sheet finalized & shared: YES / NO

Audio	Visuals
☐ How many presenters/speakers?	☐ LED screen or projector selected
☐ Wireless or handheld mics?	☐ All content tested on screen
☐ Backup mic ready	☐ Backups for videos/slides
☐ Soundcheck scheduled	☐ Correct aspect ratio confirmed
☐ Spare batteries for wireless mics	☐ Content tested on show laptop
Lighting	Power & Layout
☐ Stage lighting confirmed	☐ Power map received from venue
☐ No lighting blockages over screens	☐ Ceiling height checked
☐ Audience light levels set	☐ Crew bump-in access confirmed
☐ Lighting operator briefed on cues	☐ VIPs seated with clear sightlines
Streaming / Recording	Planning & Communication
☐ Test/demo completed	☐ Site visit/walkthrough done
☐ Audio backup source ready	☐ All AV gear labeled
☐ Camera angles locked in	☐ Laptop cables labeled
☐ Stream platform login tested	☐ Contact list shared (SMAV contact included)
☐ Backup recording arranged	☐ Internet needs confirmed (avoid hotel Wi-Fi)
Content Readiness	Logistics & Crew
☐ All media files tested on actual show laptop	☐ Loading dock access booked and confirmed
☐ Presentation clicker + backup batteries packed	☐ Parking permits or crew access arranged
☐ Fonts embedded in PowerPoint/keynote	☐ AV team meal breaks aligned with run sheet
☐ Backup USB with all files	☐ Risk assessment / safety plan submitted (if needed)
Questions for AV Partner	Emergency Kit
☐ Who's the event day contact?	☐ Gaffer tape / velcro / spare batteries
☐ What happens if gear fails?	☐ Extension leads / power boards
☐ Who presses play?	☐ Backup laptop charger
☐ Who handles rigging/power?	☐ USB-C and HDMI adapters
☐ Will someone stay for tech support?	☐ Printed run sheet (yes, old school. but it saves lives)
Bonus Tip: Send your content early. Always. The earlier we get your videos or slides, the more we can make sure they won't crash your big moment.	