Event AV Equipment Checklist

Daily Operations

DATE	VENUE / ROOM	EVENT	AV TECHNICIAN
____ / ____ / _____			

PROJECTION & DISPLAY

- [ ] Projector powered on and focused
- [ ] Image fills screen evenly — no keystoning
- [ ] Brightness adequate for room lighting
- [ ] Resolution matches source output
- [ ] Confidence monitor for presenter working
  If applicable
- [ ] Backup projector or bulb available
- [ ] LED wall or TV displays working
  If used instead of projector
- [ ] Presentation clicker paired and tested

AUDIO SYSTEM

- [ ] PA system powered on — no hum or buzz
- [ ] Speakers positioned for even coverage
- [ ] Lapel microphone tested and charged
- [ ] Handheld mic tested and charged
- [ ] Lectern mic positioned and tested
- [ ] Wireless mic frequencies clear — no interference
- [ ] Audio playback from laptop tested
- [ ] Spare batteries for all wireless mics

CONNECTIVITY & RECORDING

- [ ] HDMI / USB-C connection to presenter laptop
- [ ] Video switcher routing correct
  If multiple sources
- [ ] Recording equipment set up and tested
  If session recorded
- [ ] Livestream connection tested
  If streaming — bandwidth verified
- [ ] Internet connection stable
- [ ] Backup laptop with presentations loaded

CABLES & POWER

- [ ] All cables gaffer-taped or covered
- [ ] No trip hazards across walkways
- [ ] Power circuits not overloaded
- [ ] Extension leads rated for total load
- [ ] Spare cables at tech desk
  HDMI, USB-C, 3.5 mm audio, power adapters
- [ ] Power to AV desk on separate circuit from lights
  Prevents dimmer noise in audio

FINAL SOUND CHECK

- [ ] Person speaks at lectern — volume correct
- [ ] No feedback from any mic position
- [ ] Audio reaches back of room clearly
- [ ] Video plays with audio from source laptop

AV technician signature _____

Event coordinator sign-off _____

Notes

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