Audio+Visual

British Columbia's Most Trusted

Event Checklist

When you're planning a conference there is so much to consider. Our checklist is designed to help you gather as much relevant information as possible during your site visit. This information will save time and money when assessing the suitability of a venue for staging your presentation.

The Venue Location

- ☐ Adequate parking or transport links for the delegates?
- ☐ Parking or unloading restrictions that will affect the arrival and departure times of suppliers?
- ☐ Disabled access to every event space used?
- ☐ Location of the welcome / registration desk?
- ☐ Restrictions on where you can and cannot place signage?
- ☐ Business centre capable of handling printing requirements?
- ☐ Scheduled time allowed for install and presenter rehearsals?
- ☐ Accommodation / food allowance for performers, interpreters, crew?

The Event Room

- ☐ Published room capacity allows for the set, stage depth and rear projection?
- ☐ Columns or chandeliers that could affect sight lines?
- ☐ Ceiling height (by measuring) at screen location matches published dimensions?
- ☐ Staging and equipment position will not obstruct fire exits?
- ☐ AV control desk location (sound engineers require line of site with presenters)?
- ☐ Room has full blackout facilities for projection?
- ☐ Simultaneous bookings that may affect your event?
- ☐ Earliest access time and latest production departure time?
- ☐ Sufficient access routes for set, stage and flight cases (lifts, stairs etc)?
- ☐ Space and sight line for simultaneous interpretation booths?
- ☐ Distance from the presenter to the back row exceeds 20m? Live camera relay to the main screen is advisable.
- ☐ Quality and functionality of all installed AV equipment you may wish to use?
- ☐ Storage for flight cases and production equipment after installation?

The Stage Set

- ☐ Set colour that will suit both the room and your corporate brand?
- ☐ Space for rear projection?
- ☐ Ceiling rigging points to front project from?
- ☐ Height of stage required so that seated presenters can be seen at the back?
- ☐ Sufficient stage size for lectern, table, seating, team awards, performers?
- ☐ Is space for a wheelchair ramp required?

Lighting / Rigging

- ☐ The room has an isolated power supply (other than the 15A wall outlets)?
- ☐ The rating of the isolated power (ex. 50A single phase / 200A 3 phase)?
- ☐ Location of the isolated power outlet?
- ☐ Hanging points in the ceiling to suspend lighting/projector rigging from?
- ☐ Can chandeliers affecting the conference be removed?
- ☐ Do you require coloured architectural lighting / projection around the room?
- ☐ Do you require coloured architectural lighting / projection outside of the building?
- ☐ Smoke machine / Pyrotechnics: Can the fire alarm be switched off in the function space?

Sound

- ☐ Noisy air conditioning?
- ☐ Noise from catering areas (kitchens and coffee stations)?
- ☐ Effectiveness of sound proofing between adjoining event spaces?
- ☐ Refurbishments expected in or outside the venue?
- ☐ Simultaneous events which may have conflicting radio microphone frequencies?
- ☐ Number of Q & A mic's and attendants required to cover your seating layout?
- ☐ Venue decibel meter that will restrict the volume of any entertainment?

IT Infrastructure

- ☐ Which event spaces have wireless internet access?
- ☐ Conference internet access codes for the organizers and delegates?
- ☐ Dedicated (not shared with the rest of the hotel) high-speed internet for live presentations, web casting, web based training?

Production Reminders

- ☐ Walkie talkies (how many?)
- ☐ Printing or photocopying equipment?
- ☐ Event recording (audio, video or rich media)?
- ☐ Induction loop or infra red system for the hard of hearing?
- ☐ Voting system?
- ☐ Teleprompting system?
- ☐ Simultaneous Interpretation?