

# Event Tech & Equipment Checklist

| Pre-Event Planning  |                          |          |          |       |
|---|--------------------------|----------|----------|-------|
| Task  | Done?                    | Assignee | Due Date | Notes |
| <b>8–12 Weeks Before the Event: “Foundations &amp; Forecasting”</b>                                     |                          |          |          |       |
| Define technical objectives such as live streaming, hybrid setup, or multi-room AV.                     | <input type="checkbox"/> |          |          |       |
| Conduct a venue technical assessment, including power, rigging, and internet capability.                | <input type="checkbox"/> |          |          |       |
| Identify core equipment requirements for audio, video, lighting, and control systems.                   | <input type="checkbox"/> |          |          |       |
| Decide what equipment will be rented versus provided in-house.  | <input type="checkbox"/> |          |          |       |
| Research and book AV, staging, and live production vendors.   | <input type="checkbox"/> |          |          |       |
| Outline software needs, including presentation tools, streaming platforms, and interactivity solutions. | <input type="checkbox"/> |          |          |       |
| Estimate internet bandwidth demand and plan backup connectivity.  | <input type="checkbox"/> |          |          |       |
| Map camera positions, LED screens, and projection locations based on venue layout.                      | <input type="checkbox"/> |          |          |       |
| Draft signal flow diagrams for audio, video, and lighting paths.  | <input type="checkbox"/> |          |          |       |
| Source specialized technology like PTZ cameras, wireless mics, or stage automation.                     | <input type="checkbox"/> |          |          |       |
| Schedule an initial site visit with the lead technician or production manager.                          | <input type="checkbox"/> |          |          |       |

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| Build a preliminary budget covering all technology and equipment costs.              | <input type="checkbox"/> |  |  |  |
| Begin any required permitting for rigging, power distribution, or wireless use.      | <input type="checkbox"/> |  |  |  |
| Assign internal technical roles for show management and operations.                  | <input type="checkbox"/> |  |  |  |
| Vet external vendors for credentials, references, and insurance coverage.            | <input type="checkbox"/> |  |  |  |
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| <b>4–6 Weeks Before the Event: “Specifications &amp; Lock-in”</b>                    |                          |  |  |  |
| Finalize all AV and staging equipment lists with exact models and specifications.    | <input type="checkbox"/> |  |  |  |
| Confirm all hardware and software orders with suppliers and rental partners.         | <input type="checkbox"/> |  |  |  |
| Lock in delivery dates and access times for equipment load-in.                       | <input type="checkbox"/> |  |  |  |
| Share final floorplans and tech layouts with vendors and crew.                       | <input type="checkbox"/> |  |  |  |
| Confirm all power requirements and distribution plans with the venue.                | <input type="checkbox"/> |  |  |  |
| Validate internet solutions, including main and backup connectivity sources.         | <input type="checkbox"/> |  |  |  |
| Finalize streaming platform setup and user permissions.                              | <input type="checkbox"/> |  |  |  |
| Coordinate content formats and presentation compatibility for all speakers or media. | <input type="checkbox"/> |  |  |  |
| Confirm all cable types, lengths, and connectors needed for signal flow.             | <input type="checkbox"/> |  |  |  |

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| Establish a storage and staging area plan for equipment at the venue.                  | <input type="checkbox"/> |  |  |  |
| Schedule a logistics-focused site visit for placement, rigging, and access validation. | <input type="checkbox"/> |  |  |  |
| Approve rigging plots and safety sign-offs for flown or suspended tech.                | <input type="checkbox"/> |  |  |  |
| Assign final responsibilities to each technical team member and department.            | <input type="checkbox"/> |  |  |  |
| Share a full tech contact sheet with vendors, crew leads, and internal staff.          | <input type="checkbox"/> |  |  |  |
| Confirm insurance coverage for all rented, custom, or high-value equipment.            | <input type="checkbox"/> |  |  |  |
| Finalize software licenses, logins, and access credentials for all tech platforms.     | <input type="checkbox"/> |  |  |  |
| Lock in on-site technical support hours and escalation procedures.                     | <input type="checkbox"/> |  |  |  |
| Confirm rehearsal or early access dates for equipment testing and integration.         | <input type="checkbox"/> |  |  |  |
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| <b>2–3 Weeks Before the Event: “Testing &amp; Technical Rehearsals”</b>                |                          |  |  |  |
| Conduct full dry runs of audio, video, lighting, and streaming workflows.              | <input type="checkbox"/> |  |  |  |
| Test all equipment for functionality, firmware compatibility, and calibration.         | <input type="checkbox"/> |  |  |  |
| Verify signal flow from source to output for all AV and broadcast systems.             | <input type="checkbox"/> |  |  |  |
| Run end-to-end streaming tests with platform, overlays, and encoder setup.             | <input type="checkbox"/> |  |  |  |

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| Test microphone frequencies to avoid wireless interference or dropouts.      | <input type="checkbox"/> |  |  |  |
| Simulate lighting cues and transitions using programmed show files.          | <input type="checkbox"/> |  |  |  |
| Confirm latency, sync, and audio-video alignment in multi-camera setups.     | <input type="checkbox"/> |  |  |  |
| Validate presentation formats on venue screens and switching hardware.       | <input type="checkbox"/> |  |  |  |
| Load test the internet bandwidth with multiple devices and streaming load.   | <input type="checkbox"/> |  |  |  |
| Perform power-on tests for all backup systems, including UPS and generators. | <input type="checkbox"/> |  |  |  |
| Stage and label cable runs to ensure correct lengths and routing.            | <input type="checkbox"/> |  |  |  |
| Review camera framing, coverage angles, and switching logic.                 | <input type="checkbox"/> |  |  |  |
| Conduct comms checks for intercom and crew radio systems.                    | <input type="checkbox"/> |  |  |  |
| Confirm final layout and gear positions with stage management.               | <input type="checkbox"/> |  |  |  |
| Reconfirm arrival times and responsibilities with all tech crew members.     | <input type="checkbox"/> |  |  |  |
| Finalize and distribute the technical run-of-show with cue points.           | <input type="checkbox"/> |  |  |  |
| Review rigging and weight loads for any suspended equipment.                 | <input type="checkbox"/> |  |  |  |
| Audit inventory for all spare parts, consumables, and backup devices.        | <input type="checkbox"/> |  |  |  |
| Confirm transport logistics for gear not stored on-site.                     | <input type="checkbox"/> |  |  |  |
| Rehearse speaker handoffs, content transitions, and screen switching.        | <input type="checkbox"/> |  |  |  |

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| Document any failures or adjustments during testing for final implementation.            | <input type="checkbox"/> |  |  |  |
| Test file compatibility for final versions of videos, slides, or sponsor content.        | <input type="checkbox"/> |  |  |  |
| Prepare printed or digital cue sheets for AV operators and camera directors.             | <input type="checkbox"/> |  |  |  |
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| <b>1 Week Before the Event: “Final Prep &amp; Contingency Planning”</b>                  |                          |  |  |  |
| Confirm all gear delivery dates, access times, and on-site storage locations.            | <input type="checkbox"/> |  |  |  |
| Inspect and test all delivered equipment for damage or missing components.               | <input type="checkbox"/> |  |  |  |
| Label and organize gear for efficient setup and teardown.                                | <input type="checkbox"/> |  |  |  |
| Prepare and pack backup devices, including microphones, cables, adapters, and batteries. | <input type="checkbox"/> |  |  |  |
| Load final show files into presentation and playback systems.                            | <input type="checkbox"/> |  |  |  |
| Confirm software licenses, login credentials, and account access for all platforms.      | <input type="checkbox"/> |  |  |  |
| Recheck power distribution plans and circuit loads with venue electricians.              | <input type="checkbox"/> |  |  |  |
| Print or upload final cue sheets, run-of-show documents, and equipment maps.             | <input type="checkbox"/> |  |  |  |
| Validate recording and streaming settings for resolution, bitrate, and storage paths.    | <input type="checkbox"/> |  |  |  |
| Inspect and tag all rigging gear and truss systems for compliance and safety.            | <input type="checkbox"/> |  |  |  |

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| Prepare and test backup internet sources such as bonded cellular or 4G routers.             | <input type="checkbox"/> |  |  |  |
| Charge all wireless devices, including mics, tablets, intercom units, and control surfaces. | <input type="checkbox"/> |  |  |  |
| Assemble an emergency toolkit with gaffer tape, tools, signal testers, and spare cables.    | <input type="checkbox"/> |  |  |  |
| Distribute tech crew briefings, including roles, timing, and escalation contacts.           | <input type="checkbox"/> |  |  |  |
| Walk through venue load-in and load-out paths with logistics leads.                         | <input type="checkbox"/> |  |  |  |
| Review weather contingency plans for outdoor technical setups.                              | <input type="checkbox"/> |  |  |  |
| Pre-label cable runs and drop points for power, video, and audio.                           | <input type="checkbox"/> |  |  |  |
| Finalize camera blocking and operator notes for live or recorded video.                     | <input type="checkbox"/> |  |  |  |
| Load and test pre-roll, holding screens, sponsor loops, and intermission media.             | <input type="checkbox"/> |  |  |  |
| Confirm tech support coverage for setup day and live show periods.                          | <input type="checkbox"/> |  |  |  |
| Revalidate all tech-related permits and access credentials for the venue.                   | <input type="checkbox"/> |  |  |  |
| Check all firmware versions for key equipment and apply updates if needed.                  | <input type="checkbox"/> |  |  |  |
| Create offline backups of key files and media assets.                                       | <input type="checkbox"/> |  |  |  |
| Pre-program lighting desks, vision mixers, or switchers with show presets.                  | <input type="checkbox"/> |  |  |  |
| Verify all vendor arrival times and confirm access points for gear delivery.                | <input type="checkbox"/> |  |  |  |

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| Label flight cases, equipment zones, or racks for faster on-site deployment.          | <input type="checkbox"/> |  |  |  |
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| <b>Event Day: “Execution &amp; Live Operations”</b>                                   |                          |  |  |  |
| <b>Pre-Event Setup</b>  |                          |  |  |  |
| Arrive early and verify venue access for tech teams and vendors.                      | <input type="checkbox"/> |  |  |  |
| Unload, inventory, and stage all gear in assigned zones.                              | <input type="checkbox"/> |  |  |  |
| Power up all core systems and verify stable voltage and signal flow.                  | <input type="checkbox"/> |  |  |  |
| Complete a full AV line check, including microphones, mixers, speakers, and playback. | <input type="checkbox"/> |  |  |  |
| Test video switchers, cameras, monitors, and output feeds.                            | <input type="checkbox"/> |  |  |  |
| Confirm that lighting cues and transitions are responding from the control desks.     | <input type="checkbox"/> |  |  |  |
| Validate internet connection stability and failover response.                         | <input type="checkbox"/> |  |  |  |
| Run a final stream test including overlays, lower thirds, and output monitoring.      | <input type="checkbox"/> |  |  |  |
| Place and test intercoms or crew comms systems across all zones.                      | <input type="checkbox"/> |  |  |  |
| Test and sync all wireless devices, including frequency and battery health.           | <input type="checkbox"/> |  |  |  |
| Reconfirm presentation media and cue points on playback machines.                     | <input type="checkbox"/> |  |  |  |

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| Double-check the alignment of camera framing, angles, and operator notes.                | <input type="checkbox"/> |  |  |  |
| Review the final run-of-show with the tech crew and signal callers.                      | <input type="checkbox"/> |  |  |  |
| Confirm all backup gear is staged and powered.   | <input type="checkbox"/> |  |  |  |
| Clean lenses, screens, projectors, and camera housings before go-live.                   | <input type="checkbox"/> |  |  |  |
| Start pre-show media or holding slides on venue displays and live feed.                  | <input type="checkbox"/> |  |  |  |
| Run last-minute firmware reboots on switching or streaming hardware.                     | <input type="checkbox"/> |  |  |  |
| Verify real-time clock sync across all recording and streaming devices.                  | <input type="checkbox"/> |  |  |  |
| Place signage or physical barriers to protect cable runs and camera tripods.             | <input type="checkbox"/> |  |  |  |
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| <b>During Event Operations</b>   |                          |  |  |  |
| Actively monitor audio levels and EQ in real time for all speakers and feeds.            | <input type="checkbox"/> |  |  |  |
| Switch video sources live per run-of-show and cue sheets.                                | <input type="checkbox"/> |  |  |  |
| Monitor camera signals and coordinate framing adjustments via comms.                     | <input type="checkbox"/> |  |  |  |
| Control lighting scenes and adjust intensity or focus based on the presenter's movement. | <input type="checkbox"/> |  |  |  |
| Watch the stream health dashboard for bitrate, resolution, and viewer access.            | <input type="checkbox"/> |  |  |  |



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| Respond immediately to tech issues or signal dropouts with backup gear.          | <input type="checkbox"/> |  |  |  |
| Manage transitions between sessions, speakers, or media content.                 | <input type="checkbox"/> |  |  |  |
| Trigger pre-programmed cues for lighting, video, or audio elements.              | <input type="checkbox"/> |  |  |  |
| Maintain battery levels and perform hot swaps on wireless gear if needed.        | <input type="checkbox"/> |  |  |  |
| Document tech issues and resolutions in real time for post-event review.         | <input type="checkbox"/> |  |  |  |
| Keep the tech crew in constant communication for cues and changes.               | <input type="checkbox"/> |  |  |  |
| Monitor recording integrity for all capture systems.                             | <input type="checkbox"/> |  |  |  |
| Ensure the on-site tech team rotates breaks to maintain alertness.               | <input type="checkbox"/> |  |  |  |
| Log timestamped cue markers for post-editing alignment of video and audio.       | <input type="checkbox"/> |  |  |  |
| Monitor environmental noise that may interfere with the mics or speaker clarity. | <input type="checkbox"/> |  |  |  |
| Confirm remote audience access and interaction (for hybrid or streamed events).  | <input type="checkbox"/> |  |  |  |
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| <b>Wrap-Up &amp; Post-Show Strike</b>  |                          |  |  |  |
| Stop live streams and ensure recordings are properly saved and backed up.        | <input type="checkbox"/> |  |  |  |
| Power down all systems in the correct sequence to avoid damage.                  | <input type="checkbox"/> |  |  |  |

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| Label and repack all equipment in assigned cases with a full inventory check.        | <input type="checkbox"/> |  |  |  |
| Safely dismantle rigging, trusses, lighting, and projection gear.                    | <input type="checkbox"/> |  |  |  |
| Coil and secure cables, avoiding tangles or strain.                                  | <input type="checkbox"/> |  |  |  |
| Return wireless gear to chargers or storage after battery removal.                   | <input type="checkbox"/> |  |  |  |
| Perform basic surface cleaning of equipment before storage or transport.             | <input type="checkbox"/> |  |  |  |
| Collect and archive all show files, recordings, and media assets.                    | <input type="checkbox"/> |  |  |  |
| Create an initial post-event tech log including issues, resolutions, and gear notes. | <input type="checkbox"/> |  |  |  |
| Confirm gear pick-up or return with the rental vendors.                              | <input type="checkbox"/> |  |  |  |
| Debrief with the tech team on performance, feedback, and improvements.               | <input type="checkbox"/> |  |  |  |
| Tag any damaged or malfunctioning gear for repair or replacement.                    | <input type="checkbox"/> |  |  |  |
| Transfer show recordings to the cloud or external backup drives.                     | <input type="checkbox"/> |  |  |  |
| Collect all venue-specific tech credentials or access passes for return.             | <input type="checkbox"/> |  |  |  |
| <b>1 Week After the Event: “Teardown, Archiving &amp; Review”</b>                    |                          |  |  |  |
| Return rented or borrowed equipment to vendors with inventory verification.          | <input type="checkbox"/> |  |  |  |
| Inspect all owned gear for damage, wear, or missing components.                      | <input type="checkbox"/> |  |  |  |

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| Schedule any necessary repairs, cleaning, or firmware updates for equipment.                 | <input type="checkbox"/> |  |  |  |
| Restock all consumables used during the event, such as gaffer tape, batteries, or adapters.  | <input type="checkbox"/> |  |  |  |
| Archive all show recordings, cue sheets, and presentation files in structured cloud storage. | <input type="checkbox"/> |  |  |  |
| Organize media assets and documents into clearly labeled folders for future access.          | <input type="checkbox"/> |  |  |  |
| Transfer all recordings and key files to an external drive or secondary cloud backup.        | <input type="checkbox"/> |  |  |  |
| Remove or deactivate temporary software licenses, platform access, or device registrations.  | <input type="checkbox"/> |  |  |  |
| Export and review analytics from streaming platforms, audience tools, or engagement systems. | <input type="checkbox"/> |  |  |  |
| Log all technical issues encountered, along with resolutions and time stamps.                | <input type="checkbox"/> |  |  |  |
| Collect and compile internal crew feedback on gear performance and operations.               | <input type="checkbox"/> |  |  |  |
| Update the technical run-of-show to reflect what actually occurred on show day.              | <input type="checkbox"/> |  |  |  |
| Close out all vendor support tickets or pending service requests.                            | <input type="checkbox"/> |  |  |  |
| Evaluate internet performance and backup system usage, if applicable.                        | <input type="checkbox"/> |  |  |  |
| Tag and isolate any gear requiring replacement, warranty claims, or further inspection.      | <input type="checkbox"/> |  |  |  |
| Clean all equipment surfaces before placing them into long-term storage.                     | <input type="checkbox"/> |  |  |  |

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| Collect all venue-specific access passes, codes, or ID badges for return.                   | <input type="checkbox"/> |  |  |  |
| Compile a post-event tech debrief report summarizing challenges and outcomes.               | <input type="checkbox"/> |  |  |  |
| Send thank-you notes or feedback to vendors and the technical crew for outstanding service. | <input type="checkbox"/> |  |  |  |
| Update internal SOPs or checklists based on what worked or needs improvement.               | <input type="checkbox"/> |  |  |  |
| Schedule an internal review meeting to align on learnings and next steps.                   | <input type="checkbox"/> |  |  |  |
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