



Show Day AV Checklist

Show Day AV Checklist for Event Planners

Pre-Arrival (Confirm Before You Get Onsite)

- **Final run-of-show (ROS)** shared and aligned
 - All **presentation files** received, backed up, and tested
 - **Speaker list** and **mic requirements** confirmed
 - **Room layout + stage design** finalized
 - **Power requirements** reviewed (especially for exhibits/special setups)
 - **Internet/Wi-Fi** confirmed (dedicated vs shared, bandwidth specs)
 - **AV Provider contact list** (lead tech, show caller, etc.)
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Load-In & Setup Verification

Check with AV team as soon as you arrive:

Equipment Setup

- All ordered **equipment is onsite** (screens, projectors, LED walls, etc.)
- **Audio system** installed (speakers, mixers, amps)
- **Lighting** installed and focused (stage wash, branding colors, specials)

- **Confidence monitors/DSMs** placed correctly
- **Playback** devices ready (laptops, switchers, clickers)

Power & Cabling

- **Power drops** are in correct locations
 - **Cable runs** are secure, taped, and safe
 - **Backup power** or contingencies in place
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Audio Check (Critical)

- All microphones tested:
 - **Lavaliere** mics (clip + placement reviewed)
 - **Handheld** mics
 - **Podium** mic
- Confirm:
 - **No feedback or interference**
 - Proper **gain/volume levels** for speakers
- **Playback** audio tested (videos, walk-in music, stingers)
- **Clear comms** between AV team (headsets/intercom)



Video & Presentation Check

- All **slides** display correctly (fonts, formatting, animations)
 - **Videos** play with correct resolution and audio
 - **Aspect ratio** matches screens (no stretching/cropping)
 - **Clickers** tested and working
 - **Speaker notes**/comfort monitor visible where needed
 - **Backup copies** of show files and Run of Show available (USB + cloud)
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Lighting Check

- **Stage lighting** evenly covers speaker area
 - **No harsh shadows** or dark spots
 - **Branding colors** match client expectations
 - **House lights** dimming works as planned
 - **Special cues** (walk-ons, panels, awards) programmed
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Internet & Streaming (if applicable)

- **Internet speed** tested on-site
 - **Dedicated line** verified (if purchased)
 - **Streaming platform** tested (Zoom, Teams, webinar tools)
 - **Recording** confirmed (start/stop process clear)
 - **Backup plan** for internet failure
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Show Flow & Cue-to-Cue

- **Rehearsal** – walk through a full run-of-show with AV lead:
 - Speaker walk-ons
 - Video cues
 - Slide transitions
 - Lighting changes
- **Confirm:**
 - **Who is calling the show**
 - **Cue language** (e.g., “standby,” “go”)
- **Timing verified** for each key moment

Speaker Readiness

- **Speakers briefed on:**
 - Mic usage
 - Where to stand
 - Slide control process
 - **Quick tech check** for each speaker (if possible)
 - **Names/pronunciations** confirmed for intros
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Contingency Planning (Ask Your AV Team)

- What's the **backup plan** if:
 - A mic fails?
 - Slides don't advance?
 - Video doesn't play?
 - Power is lost?
- **Spare equipment** identified and ready
- AV tech assigned for **rapid troubleshooting**

Final Pre-Show Check (30–60 mins before doors open)

- **Walk-in music** playing
 - **Slides/holding screen** displayed
 - **Lighting** set to **pre-show look**
 - All **mics staged** and ready
 - **AV team in position** and **on comms**
 - **Timer/clock visible** to show caller
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During Show Monitoring

- **Audio clarity** remains consistent
 - **Slides advance** smoothly
 - **Lighting transitions** hit on cue
 - **Speakers comfortable** and supported
 - **AV team** actively **communicating**
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Post-Event Wrap

- Confirm **recording saved** and backed up
 - Collect all **presentation files**
 - **Review any issues** with AV lead
 - Ensure **equipment strike** timing is clear
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This checklist will help you protect your reputation and look like an absolute rock star in the eyes of all the people you want to impress.

Please contact us if you have any questions: info@waveright.ca

Thank you,

Steven Visser

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