

Event AV Requirements Checklist

Guests never notice great AV — they notice bad AV. Use this checklist to spec sound, lighting, and video from brief to load-out, so nothing squeals, goes dark, or fails to play.

Companion to the guide “Event AV Planning: A Complete Guide” · arrivebooking.com/en/blog

1 The Room & Run-of-Show

Every AV decision flows from the space and the minute-by-minute plan. Capture these first.

Detail	Your answer
Room dimensions & ceiling height	
Approx. audience size	
Power locations / dedicated circuits	
Load-in access (doors, stairs, parking, elevator)	
Key run-of-show moments needing AV	

2 The Core AV Stack

- ☐ **Sound** — PA sized to the room, mics for speakers and performers, a monitor mix.
- ☐ **Lighting** — stage wash, accent/color, and house-lighting control.
- ☐ **Video** — screens or LED, a switcher, and confidence monitors for presenters.
- ☐ **Power & cabling** — dedicated circuits, distro, and taped, safe cable runs.

3 Always Plan the Redundancy

- ☐ Spare microphone on hand
- ☐ Backup laptop with the deck pre-loaded
- ☐ Known fallback for the wireless / lav mics
- ☐ Spare cables and adapters for every connection type

Budget a technical rehearsal. The most expensive AV problem is the one you discover with a full room watching. Run the show end-to-end before doors.

4 Who Provides What?

Many venues include house sound and a tech; others are empty rooms. Confirm the source of each.

Element	Venue-provided	Rented	Operator / hire
Sound (PA, mics, monitors)			
Lighting			
Video / screens			
Power / cabling			
AV operator on the day			

Final Pre-Event Checks

- ☐ Confirmed exactly what the venue provides in writing
- ☐ Sourced the gap (rented gear or booked an operator)
- ☐ Shared slide deck / media with the AV team in advance
- ☐ Scheduled and ran a full technical rehearsal
- ☐ Agreed a point of contact for AV during the event

Need an AV pro who will spec, run, and strike the show?

Tell us about your event and get matched with talent in minutes — arrivebooking.com/request-quote