

Venue Live-Sound Readiness Checklist

You don’t need to be a sound engineer to give performers a great room — but you do need the fundamentals right. A venue that’s easy to play is a venue that stays booked.

Companion to the guide “Live Sound Setup: What Venues Need to Know” · arrivebooking.com/en/blog

1 Know Your Room

- ☐ Measured the stage area — it fits a typical 3–4 piece act
- ☐ Located and labelled dedicated power circuits near the stage
- ☐ Identified hard, reflective surfaces that cause echo (and how you’ll treat them)
- ☐ Mapped the load-in path: door width, stairs, parking, elevator

Room fact	Detail
Stage dimensions	
Power circuits near stage	
Approx. capacity	
Load-in notes	

2 The House System Baseline

You don’t need a touring rig — you need a reliable baseline that removes performer friction.

- ☐ PA sized to the room
- ☐ At least one working stage monitor
- ☐ A handful of working mics and cables
- ☐ A mixing position with a clear view of the stage

Sound quality is hospitality. Performers talk — a great-sounding, easy-to-load room gets recommended, rebooked, and reviewed well.

3 Communicate Before the Date

Send every booked act a short tech sheet. Performers who know what to expect arrive ready, and the night runs on schedule.

Tech-sheet item	Your venue
What you provide (PA, monitors, mics)	
What the act should bring	
Load-in time	
Soundcheck window	
Set time(s) & length	
On-site contact	

Readiness Sign-Off

- ☐ House PA and monitor tested this month
- ☐ Spare mics and cables stocked
- ☐ Tech sheet drafted and ready to send to every booking
- ☐ Mixing position set with clear sightline to the stage

Fill your calendar with talent that loves your room.
Grow your venue on ARRIVE — arrivebooking.com/en/for/venues