



Important Details to Consider to Properly Light Your Event

✓ **Do you own your equipment?**

Your lighting vendor should own the majority of the specialized lighting equipment the event needs. This gives them more control over availability and pricing.

✓ **Do you have insurance?**

Ask to see the vendor's certificate of insurance and request they add you as an additional insured for the duration of your event. Should anything happen, you are covered under their policy.

✓ **Will the chosen venue have enough power to run the lighting effects I want?**

Make sure your vendor has verified that the venue's power supply will be adequate for the equipment it will use. Be sure they know the amount of power required and if any one piece of equipment needs a dedicated line. Just because a venue has 12 plugs on the walls, does not mean there is enough available power. You don't want to trip any circuits by overloading them.

✓ **Has everything been cleared with the venue?**

Don't get caught in a situation where the venue says some crucial element such as lights mounted on the ceiling, need to come down. If possible, do a lighting check the night before—preferably at the same time as your event so the natural light is the same.

✓ **Where are you planning to put the lighting console, and how much space does it need?**

The lighting console needs to have clear sight lines to the stage and/or dance floor. Factor this important piece of equipment along with a table and chair into the floor plan. The lighting tech(s) must have a direct view of the area, so they can do a certain lighting cue or adjust the lights. They must see what we're doing, which means they need to be stationed in the event space.

✓ **What if I want the lights to change colors?**

Ask your vendor to go through the various options depending on the effect you want to achieve.

✓ **What kinds of lighting equipment do you provide?**

Ask to see photos of their options such as string lights, uplights, intelligent lighting, and gobos. Do you want a custom gobo with your name or initials created. Do you want a breakup pattern gobo on the ceiling, walls or floor...or in the pool for added color and ambience? Ask about a cake spotlight and table pin lights.

✓ **What about hiding the cables, speaker tripods, and weight bags?**

For an upscale event, you'll ideally want to wrap or otherwise camouflage unattractive things like trusses, cables, speaker legs, and weight bags. Find out what kind of material will be used to tape down the cables—black or white tape, linen, or stretch fabric to be sure it blends with décor. Don't assume they will have the colors you require. Trusses, tripod speaker legs, and weight bags can be wrapped with linen or stretch fabric.

✓ **How will the on-site crew be dressed?**

Insist upon a neat black T-shirt and black jeans at a minimum. For more formal affairs, have them wear a black button down shirt, slacks, and dress shoes.

