



## AUDIO - VISUALS - LIGHTING CHECKLIST

QTY	AUDIO
	Wired Microphone
	Wireless Handheld Microphone
	Wireless Lavalier
	Wireless Headset
	Podium Microphone
	Table Top Microphone with stand
	Q & A Wired Microphone with Stand
	Q & A Wireless Microphone - No Stand
	Sound System vs. In-House Audio System
	Additional Sound Reinforcement required for Live Music element
	Break-out Room Sound System
	Break-out Room Visuals
	Speaker/ Monitor facing the Presenter
	Subwoofer - recommended for any Live Music or Party element
	Arrange a free on-site or office consultation

QTY	VISUAL
	Projector - quantity and brightness determined by room size 4,000 - 20,000 lumens
	8 ft Tripod Screen w/ Grey or Black Skirt (4:3 or 16:9 format)
	6 x 10 Fast Fold Screen (16:9 format)
	9 x 16 Fast Fold Screen (16:9 format)
	HDMI Splitter to split signal to duplicate screens
	Matrix Switcher to control Multimedia
	Play Back Pro - Technician will manage all media from tech table
	22" LCD Monitor
	42" LCD Monitor (Consider a comfort monitor)
	60" or 70" LED Monitor
	Monitor Stand on Wheels ( Short or Tall)
	Dedicated Laptop (We recommend a backup laptop)
	Please indicate if front projection is not possible

QTY	ADDITIONAL SERVICES
	Video Achieving
	Webcasting / Live Streaming
	Visual Art Presentation via Resolume (to Music or None)
	Music - Award stings, walk-in music, pre-requested theme music
	Arrange a free on-site or office consultation

QTY	LIGHTING
	Décor uplighting - Flat Pars - LED
	Décor uplighting - LED Flat Pars - BATTERY
	Stage / Podium Lighting - LEKOS
	Stage Wash - Par Cans
	Moving Light fixtures with pre-programmed show - minimal movement
	Moving Light fixtures with custom programmed light show and on-site management
	Dimmers and Lighting Board
	Totem Truss
	DJ and Party Lighting
	Fazer Machine
	Follow Spot
	Gobo Lighting for Décor
	Discuss Branding / Impact and Décor Lighting opportunities

QTY	PRESENTATION AIDS / STAGING
	Cueing Device / Laser Pointer (75' range)
	Cueing Device / Lazer Pointer (300 ' range)
	Stage / Riser - indicate size
	Black Velour Pipe n Drape ( 10'x16')
	Grey Velour Pipe n Drape ( 10'x16')
	Tech Surround - Grey or Black Velour
	VH1 Podium
	Custom Branded insert for VH1 Podium
	Clear Plexiglass Podium
	Stanchions
	Clear-Com - Full range professional headsets
	Exit Signs
	iphone Charging Station
	Break-out Room Visuals
	Speaker facing the Presenter
	Subwoofer - recommended for any Live Music or Party element
	Modim Décor Tiles
	Arrange a free on-site or office consultation

QTY	TECHNICAL SUPPORT
	a) Delivery (ONLY)
	b) Delivered and Set up only - We will provide an operational briefing
	c) Full Service - Including Skilled Operating Technicians

All Events are unique. This checklist is meant to give our clients an idea of options that are available. We work closely with our clients to help them determine the appropriate Audio-Visual and Lighting equipment required to give them the results they envisioned all while working within their budget.