

SHOW READY PRODUCTIONS ON-SITE AV CHECKLIST

Pre-Show

- ☐ Professional crew attire, aligned with your brand.
- ☐ Attend venue pre-convention meetings fully prepared with CADs, schedules, and redundancy plans.
- ☐ Share your goals and success measures with the crew so every action supports your success.
- ☐ Daily partner/vendor huddles (venue staff, IT, decorators, security).
- ☐ Gather all sponsor assets and review booth/activation goals to ensure ROI.
- ☐ Coordinate with affiliate groups to ensure their meetings are supported and not lost in the larger conference.
- ☐ Establish clear lines of communication with exhibitors and sponsors — one point of contact for requests and updates.
- ☐ Proactively reach out to general session speakers to review technical needs, content, and comfort preferences ahead of time.
- ☐ Plan an efficient move-in with all vendors, coordinating dock space and schedules.
- ☐ Work with the facility to confirm room availability for setup, rehearsals, and early access needs.
- ☐ Appropriate spare equipment ordered and backup contingency plans created, documented, and shared with the staff.
- ☐ A communication plan with radios, text, or app established with the client and vendors.

Load-In/Setup

- ☐ Equipment checked against manifest, tested, and QC'd.
- ☐ Power distribution and rigging certified and documented.
- ☐ All breakout rooms walked and tested by operators.
- ☐ Branding and sponsor integrations confirmed and tested.
- ☐ Exhibit hall systems checked (audio, video, sponsorship screens) and exhibitor needs logged.

Rehearsal/Pre-Show

- ☐ Full run-through with show caller and client.
- ☐ Media playback tested (slides, video, sponsor content).

- ☐ Accessibility verified (captioning, interpreters, ADA seating).
- ☐ Speakers greeted, trained, and confidence-checked.
- ☐ General session checks: projection focus, audio delay timing, lighting cues, comfort monitors, timers, and stage walk-ons rehearsed.
- ☐ Speaker presentations tested in breakout rooms to ensure slides display as intended.

Showtime

- ☐ Audio, video, and lighting actively mixed for clarity and impact.
- ☐ Wireless mics tracked, batteries swapped proactively.
- ☐ Client check-ins at every break – expectations confirmed.
- ☐ Crew leads circulate to pulse-check staff, vendors, exhibitors, and attendees.
- ☐ Daily labor updates: review what worked, address challenges, and adjust staffing as needed.
- ☐ Proactively identify labor efficiencies to streamline operations and reduce costs without sacrificing quality.
- ☐ Sponsorship deliverables displayed on schedule – proof of performance tracked live.
- ☐ Dedicated communication line for exhibitors and sponsors to quickly resolve issues.
- ☐ Build and maintain a professional storeroom and AV operations office for organized, polished support.
- ☐ Provide accurate flow sheets to all staff to ensure consistency and accountability.

Post-Show/Strike

- ☐ Recordings, graphics, and show files backed up and delivered to client.
- ☐ Sponsor deliverables documented with proof (photos, screenshots, logs).
- ☐ Immediate client debrief before load-out.
- ☐ Final budget vs. planned spend reviewed – no surprises.
- ☐ Efficient move-out plan coordinated with all vendors to optimize labor and dock space, preventing delays and reducing costs.
- ☐ 72-hour recap meeting scheduled with client.

If your AV provider isn't checking these boxes, they're not Show Ready.