



# AV Event Planner Checklist

## Your AV Companion for a Flawless Event Experience

**[www.baxav.com.au](http://www.baxav.com.au)**  
**Central Coast, NSW**

### GENERAL EVENT INFO

**These details help define your AV needs right from the start:**

- Event type: ☐ Conference ☐ Gala Dinner ☐ Awards Night ☐ Product Launch ☐ Hybrid Event ☐ Other: \_\_\_\_\_
- Event date(s): \_\_\_\_\_
- Venue name and address: \_\_\_\_\_
- Indoor or outdoor?  
☐ Indoor ☐ Outdoor
- Number of attendees: \_\_\_\_\_
- Duration of event: \_\_\_\_\_ hours
- Bump-in and bump-out times confirmed with venue?  
☐ Yes ☐ No
- Run sheet or event schedule available?  
☐ Yes ☐ No

### AUDIO REQUIREMENTS

**Clear sound is key — whether it's a keynote or live entertainment.**

- Number of presenters/speakers: \_\_\_\_\_
- Do presenters need microphones?  
☐ Yes ☐ No
- Type needed: ☐ Handheld ☐ Lapel (clip-on) ☐ Headset
- Audio for videos or presentations required?  
☐ Yes ☐ No
- Music playback or DJ/live performance?  
☐ Yes ☐ No
- Do you need background music between segments?  
☐ Yes ☐ No
- Are hearing augmentation systems required (for accessibility)?  
☐ Yes ☐ No

***Tip: Always test microphones and sound levels in the space before doors open.***



## VISUAL REQUIREMENTS

**Make sure every seat has a great view.**

- Will there be presentations or slideshows?  
☐ Yes ☐ No
- Format: ☐ PowerPoint ☐ Keynote ☐ PDF ☐ Other
- Do you need one or more screens/projectors?  
☐ Yes ☐ No
- Preferred: ☐ LED Screens ☐ Projection
- Will you be playing any videos or commercials?  
☐ Yes ☐ No
- Do you need a preview monitor for the presenter?  
☐ Yes ☐ No
- Confidence monitor or countdown timer required?  
☐ Yes ☐ No
- Do you want branded visuals or animations?  
☐ Yes ☐ No

***Tip: LED screens are bright and reliable — ideal for both indoor and outdoor events.***

## LIGHTING REQUIREMENTS

**Set the right tone and mood with lighting.**

- Do you need stage lighting?  
☐ Yes ☐ No
- Type: ☐ Warm wash ☐ Spotlights  
☐ Moving heads
- Ambient or mood lighting required?  
☐ Yes ☐ No
- ☐ Uplighting ☐ Table lighting ☐ Branding light effects
- Is your event being filmed or photographed?  
☐ Yes ☐ No
- Are there any lighting restrictions at your venue?  
☐ Yes ☐ No

***Tip: Don't underestimate lighting — it can elevate your event from good to great.***

## VIDEO & LIVESTREAMING

### Capture the moment or share it live.

- Is your event being recorded?  
☐ Yes ☐ No
- Do you need live streaming or hybrid capability?  
☐ Yes ☐ No
- Platform: ☐ Zoom ☐ MS Teams ☐ Custom RTMP  
☐ Other
- Multiple camera angles needed?  
☐ Yes ☐ No
- Do you require post-event editing?  
☐ Yes ☐ No

**Tip: Recording keynotes or panels is great for post-event engagement.**

## STAGE & SETUP

### Your platform, your way.

- Stage or riser required?  
☐ Yes ☐ No
- Size: \_\_\_\_\_
- Lectern needed?  
☐ Yes ☐ No
- Branded set or backdrop?  
☐ Yes ☐ No
- Furniture needed on stage (seating, tables)?  
☐ Yes ☐ No
- Stage accessibility required?  
☐ Yes ☐ No

**Tip: A well-lit, clean stage with branded visuals boosts presenter confidence and audience engagement.**

## CONTENT SUPPORT

### Let your message shine.

- Do you need help building your presentation slides?  
☐ Yes ☐ No
- Would you like animated transitions or custom graphics?  
☐ Yes ☐ No
- Does your event need an operator to run content?  
☐ Yes ☐ No

**Tip: We're not just techs — we're your event partners. Talk to us early for creative support.**

# ONSITE TECHNICAL SUPPORT

## Keeping everything running smoothly.

- Do you want AV technicians present during the event?  
☐ Yes ☐ No
- Show-caller or stage manager support required?  
☐ Yes ☐ No
- Rehearsal or run-through scheduled?  
☐ Yes ☐ No

**Tip: Onsite techs = peace of mind.  
We recommend them for all professional events.**

## OTHER CONSIDERATIONS

### Little things can make a big difference.

- Power availability confirmed with venue?  
☐ Yes ☐ No
- Internet/Wi-Fi details shared with AV team?  
☐ Yes ☐ No
- Is there a show flow or event coordinator to liaise with Bax AV?  
☐ Yes ☐ No
- Have you done a site inspection with the AV team?  
☐ Yes ☐ No

 **LET'S CHAT**

If you're unsure, the Bax AV team is always happy to walk you through what your event needs, no jargon, no stress.

## CONTACT BAX AV

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