

CVS International - Organisers Checklist - Conferences & Events

✓		Notes
	THE VENUE	
	Room dimensions (inc. height)	
	Ceiling obstructions (e.g. air-conditioning)	
	Access for set-up and pull out	
	Parking availability	
	Sight lines of stage / screen	
	3-phase power availability	
	Hanging points for lighting truss	
	Natural light	
	House lighting control	
	STAGE SET	
	Number of screens required	
	Size of screen(s)	
	Front or rear projection	
	Size & layout of stage set	
	Colour & materials for backdrop	
	Size & height of stage / steps	
	Floor coverings & skirts	
	Logo graphics for the set	
	Lecterns, top tables & other furniture	
	SOUND	
	Sound reinforcement or full music system?	
	How many people in audience?	
	Lectern microphones	
	Hand held radio microphones	
	Lapel radio microphones	
	Audio play-ins – if so which format?	
	Choice of music - client supply?	
	Audio recording of the event	
	Delay unit for long rooms	
	Induction loop for hard of hearing	
	LIGHTING/EFFECTS	
	Truss frame or flown from the ceiling	
	Spot lights for lectern and logo panels	
	Colour of gel for up-lighters	
	Stage wash	
	3-phase power availability	
	Special lighting effects	
	Customised gobos for moving-head lights	
	Smoke / haze machines	
	Lasers	
	Pyrotechnics	
	VIDEO	
	Do you need any editing prior to the show?	
	Which format for video play-ins	
	Video recording of the event - how many cameras	
	Do you require a live feed to the projectors?	
	COMPUTER	
	Laptop or Desktop	
	What software is required?	
	Back up computer	
	Dedicated operator for smooth running	
	EXTRAS	
	Autocue	
	Unique theme of the event	