



## Event Planner AV Prep Checklist

Everything you should know before your first AV planning call

Use this checklist to help you gather the essential info your AV team needs to give you a smooth, accurate quote and a show-ready setup plan.

- ☐ Estimated guest count: \_\_\_\_\_
- ☐ Event type and format (in-person, hybrid, virtual): \_\_\_\_\_
- ☐ Program flow or run-of-show: \_\_\_\_\_  
\_\_\_\_\_
- ☐ Number of presenters or performers: \_\_\_\_\_
- ☐ Presentation content (slides, video, music, etc.): \_\_\_\_\_
- ☐ Will there be remote participants? \_\_\_\_\_
- ☐ Recording or livestreaming needs? \_\_\_\_\_
- ☐ Room diagram (if available): \_\_\_\_\_
- ☐ Venue access times for setup and strike: \_\_\_\_\_
- ☐ Load-in and load-out times: \_\_\_\_\_
- ☐ Preferred setup or tech rehearsal window: \_\_\_\_\_
- ☐ Any unique staging or layout requests: \_\_\_\_\_



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**Want to learn more? Ask us about our class: AV 101 for Event Planners**