

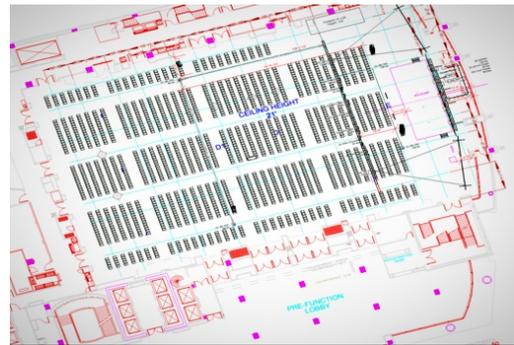
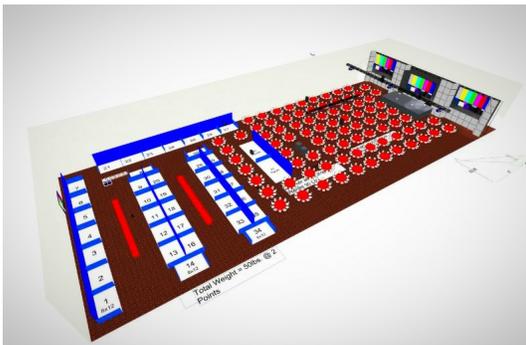
Aug 2018

## Monthly Newsletter: AV Corner

Issue No. 2

REPAV would like to introduce a new information column to our newsletter, it is called “*AV Corner*”. The purpose is to help meeting planners navigate through the world of audiovisual quotes, equipment, lingo and pricing. This will be an 8-part series designed as “tips and tricks” for meeting planners working with hotel or outside audiovisual production partner starting with the quote. We will explain several key points to help guide you through the process.

### Does Your AV Company Really Have A Plan?



#### Issue No.2: Does Your AV Company Have a Detailed Plan?

Last month's issue reviewed expendables/consumables and their importance when executing an event. This month we will look at the three basic items that help make a comprehensive plan in order to properly execute audiovisual. Having a detailed plan will make or break your event or at minimum delay the setup time of your event, costing the client unnecessary labor charges.

Here are the three items that help make a comprehensive plan:

1. AV CAD Drawing for general sessions, trade show floor, and breakout rooms, gala dinners showcasing equipment, power, rigging, FOH, Green Room, AV storage, stage and scenic layout.
2. AV Production Schedule with specific times for audio, video, lighting up and working for the event.
3. Crew List with direct contact information and crew times.

The audiovisual CAD drawing is a real time saver if done properly and provides the quickest method describing all audiovisual aspects needed to execute the equipment setup. Most audiovisual companies do a good job with providing

equipment and room layout, however, on more complex events with more moving parts it is critical to include cabling and connector interconnection. The reason for this is it ensures that all the necessary equipment will work together without the need for numerous converters and adapters causing unnecessary signal degradation and introducing unwanted RF signal interference; two things that significantly reduce quality.

Next on the list, having a comprehensive AV production schedule from your Tech Director or Project Manager. In addition to the CAD which quickly communicates all the equipment placement and functionality to the crew, the production schedule quickly tells the team "when" each item must be accomplished and in what order each system should be installed. Too many times event setups and strikes are delayed because equipment is installed in the incorrect order. For example, the video technician is waiting on scenic crew to finish setting up the backdrop and can't raise the upstage truss containing the screens for video. The video tech is therefore waiting for no reason on scenic and may delay rehearsal. Having a detailed CAD and production schedule will help coordinate mission critical points and can offer simple solutions saving setup cost and time.

Lastly, the crew list. This is a very important document, in my opinion, since most AV companies rely on freelance contractors to fulfill the roles needed for event setup and strike. Too many times last minute changes result in the need to contact a subcontractor quickly only to find out their mobile number or email has changed, or they do not have cell reception at a certain location on the property. Two-way radios are the best and most direct communication method while on show site because they allow techs to communicate while on a scissor lift, in a truck or from the hotel loading dock.

So, keep the 'power of three' in mind; CAD drawing, Production Schedule and Crew Contact to line yourself up for a strong event! Good luck and may all your events be great! Thank you from the REPAV family!



### JULY EVENT 2018 TOWN HALL

REPAV had a great July! We enjoyed working with great clients and friends. CRH Town Hall Meeting was a great opportunity to work with offering web casting, lighting and audio.

Here is a look at behind the scenes of a great town hall meeting rehearsal.



### JULY EVENT 2018 ATLANTA PRODUCTION AUDIO

REPAV was able to help support the Atlanta Production Audio production team by supplying Eiki 15k LCD projector, black tie on drape and 8'x16' drum riser. We enjoyed working with Brent and his team of audiovisual professionals!

Here is a look at behind the scenes of a great town hall meeting rehearsal.

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