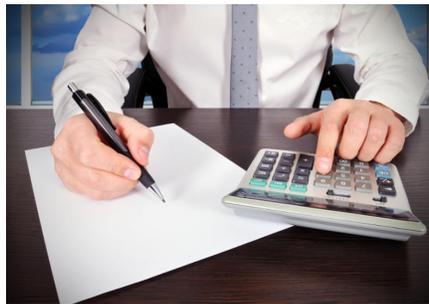


July 2018

## Monthly Update: AV Corner

### AV Tips for the Meeting Planner



Issue No. 1

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” when working with an audiovisual production company starting with the quote. We will explain several key points to help guide you through the process.

#### **Audiovisual Quote Category No. 1: Expendables and Consumables**

As audiovisual quotes have become more detailed and categorized over the years, there are still a few things that will draw red flags when reviewing a quote from an AV provider; expendables. Expendables is one category generally overlooked but usually has an arbitrary dollar figure and is usually not reviewed in detail. Expendables will sometimes make or break your event or can significantly delay the load in and setup time of your event, costing the client unnecessary labor charges.

It is important to make sure your audiovisual provider has a detailed list of items they plan on bringing to the event as either to be consumed during the event or as backup items. If your provider has not listed out expendables; this is your first red flag and proceed with caution.

Here are some of the items that should be included on the quote:

- AA batteries
- AAA batteries
- 9V batteries
- spare 750 watt bulbs (if using conventional lighting)
- spare 575 watt bulbs (if using conventional lighting)
- spare edison power (D-Plug Cable)
- white gaff tape
- board tape
- electrical tape

- caution tape
- white gaff tape
- black gaff tape
- external hard drives
- flash drives
- tools

AA, AAA and 9V batteries are a MUST for every event. With the exception of rechargeable batteries offered by Shure Microphone Company, AA, AAA and 9V are the most common batteries needed to run your wireless microphones, wireless clickers, remote control for projectors, monitors and TV's. If you have ever experienced wireless microphones hissing or audio dropouts, most likely this was due to low or old batteries. Many audiovisual companies will try to reuse old batteries in order to save cost or it is not part of their internal production process; again a red flag.

Some additional items should include: spare 750 watt or 575 watt bulbs if you are running conventional lighting, spare Edison power cables, white gaff tape, board tape, e-tape or electrical tape, caution tape and of course black gaff tape are all necessary for taping down cables and creating a neat and safe environment for your attendees. No one likes seeing cables run all over the place and in crooked lines. Most hotels require the AV provider to run white tape or caution tape along with black gaff tape for easier viewing and safety.

External hard drives, flash drives, and tools are very important items that should be on the list. We all have last minute audio and video content that needs to be updated or revised at the last minute, make sure they are equipped for the surprises. If it is not listed, the chances are it may not be part of their internal production process and could be a show stopper.

There are many more items that make up the expendables/consumable category and we mention only a few of the most important ones for your review. If it's not listed on the quote that doesn't mean your AV provider is not fully capable, it more than likely means they are not as organized and will more than likely be making trips back to the warehouse and/or store which slows down the setup time and process. These extra charges are sometimes passed along to the client.

REPAV will review your quotes and offer a competitive quote as well as advice on any red flags in your original quote free of charge.



## JUNE EVENT 2018

REPAV had a great June! We enjoyed working with great clients and friends. FSC 2018 Retirement Dinner was a great opportunity to work with association.

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