

Corporate AV Checklist

A practical audio-visual planning worksheet for meetings, conferences, awards dinners, holiday parties, fundraisers, presentations, launches, and company events.

Event: _____	Date: _____
Company / Organization: _____	Guest Count: _____
Venue: _____	AV Contact: _____

Audio System & Microphones

- Confirm the room has adequate sound coverage for the expected audience size.
- Identify whether the venue provides a sound system or an outside AV/DJ company will provide it.
- Confirm the number of wireless handheld microphones needed.
- Confirm podium, lavalier, headset, or panel microphones if required.
- Assign microphones to speakers before the program begins.
- Check that spare microphone batteries are available.
- Perform a complete sound check before guests enter.
- Confirm music playback level is appropriate for networking, meals, presentations, and entertainment.
- Avoid placing microphones directly in front of speakers to reduce feedback.

Laptops, Presentations & Playback

- Identify the primary presentation laptop.
- Have a backup laptop or playback device ready.
- Collect all presentation files before event day whenever possible.
- Test PowerPoint, Keynote, PDF, video, and audio files on the actual playback system.
- Save a backup copy of all files on a USB drive or second device.
- Disable screen savers, sleep mode, notifications, and automatic updates before the event.
- Confirm the correct presentation resolution and aspect ratio.
- Test embedded videos and audio with the venue sound system.
- Keep power adapters connected during presentations.

Projectors, Screens & Displays

- Confirm projector brightness is appropriate for the room and ambient light.
- Verify screen size and placement are visible from all guest seating areas.
- Check whether multiple screens or confidence monitors are needed.
- Test televisions, LED walls, or digital signage if used.
- Confirm the presentation image fills the screen correctly without cropping.
- Check sight lines so decor, speakers, cameras, or columns do not block the screen.
- Confirm any remote clickers or presentation controls are working.
- Keep a spare HDMI or display cable available.

Adapters, Cables & Connectivity

- Confirm HDMI cables are available in appropriate lengths.
- Bring USB-C to HDMI adapters for modern laptops.
- Bring DisplayPort, Mini DisplayPort, or other specialty adapters if required.
- Confirm audio cables or audio interfaces needed for laptop sound.
- Carry spare USB cables, charging cables, and extension cables.
- Label critical cables to simplify troubleshooting.
- Tape down or cover cables that cross walking areas.
- Do not overload power strips or extension cords.

Internet & Wi-Fi

- Confirm whether the event requires internet access.
- Test venue Wi-Fi in the actual event room.
- Obtain the network name and password before guests arrive.
- Confirm bandwidth is adequate for streaming, live demonstrations, or video calls.
- Avoid relying on internet access for critical presentation content when offline copies can be used.
- Have a mobile hotspot or alternate connection available when internet access is essential.
- Confirm guest Wi-Fi is separate from any production network if possible.

Power & Electrical

- Identify power outlets near the AV, DJ, stage, registration, and presentation areas.
- Confirm high-draw equipment is on appropriate circuits.
- Use grounded power strips and extension cords rated for the equipment.
- Keep power cords away from guest traffic whenever possible.
- Confirm backup power options for mission-critical equipment if needed.
- Bring spare chargers for laptops, tablets, phones, and presentation devices.
- Do a final power check before doors open.

Speakers, Awards & Stage Cues

- Confirm speaker names, titles, order, and pronunciation.
- Identify which microphone each speaker will use.
- Confirm walk-up music, award stingers, or video cues.
- Place awards, plaques, or presentation materials in program order.
- Confirm who advances slides for each presenter.
- Give presenters a clear signal for when to approach the stage.
- Confirm the DJ/MC or AV operator has the final run-of-show.

Video Conferencing / Hybrid Events

- Test Zoom, Teams, Webex, or other meeting platform before event day.
- Confirm camera placement and framing.
- Test remote participant audio in both directions.
- Use headphones or proper audio routing to prevent echo.
- Confirm who admits and manages remote attendees.
- Have a backup meeting host or moderator.
- Provide remote speakers with joining instructions and a technical check time.

Day-of Technical Check

- Power on all AV equipment well before guest arrival.
- Test every microphone individually.
- Play sample music through the sound system.
- Open and test every presentation file.
- Play every video clip from beginning to end.
- Confirm screen image, brightness, and focus.
- Test presentation clicker or remote.
- Check Wi-Fi and internet connection if needed.
- Confirm camera and recording equipment if used.
- Verify backup files and backup equipment are immediately accessible.

AV Equipment & Responsibility Tracker

Item	Provided By	Tested	Backup	Notes
Sound system	_____	____	____	_____
Wireless microphones	_____	____	____	_____
Presentation laptop	_____	____	____	_____
Projector / display	_____	____	____	_____
Screen / monitor	_____	____	____	_____
Adapters / cables	_____	____	____	_____
Internet / Wi-Fi	_____	____	____	_____
Video / camera	_____	____	____	_____

Emergency Backup Checklist

- Backup presentation files on USB drive.
- Backup laptop or playback device.
- Spare HDMI and USB-C adapters.
- Spare microphone batteries.
- Spare extension cord and power strip.
- Printed copy of the run-of-show.
- Phone numbers for venue, AV, DJ/MC, and event lead.
- Offline copy of any presentation normally accessed online.

Planning Tip: Never make the live event the first full test of your presentation. The safest approach is to test the exact laptop, file, cable path, screen, audio system, and microphone setup before guests arrive - and keep a backup for anything that could stop the program.