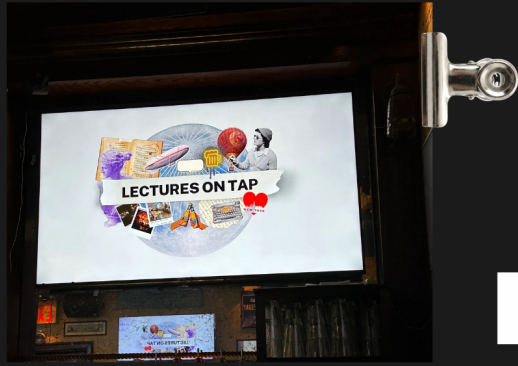




A/V LEAD PLAYBOOK

Here's how to run a smooth, glitch-free lecture night.

#1 SET UP A/V EARLY

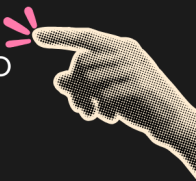
All A/V must be tested by the time attendees arrive at 6pm.
When you arrive, ask the POC if you can begin setting up A/V.

#2 CHECK VENUE DOCUMENTATION

Follow the venue documentation provided in the team slack message. If you run into issues, reach out to the CM early so they can help troubleshoot or call for backup.

#3 PROJECTOR CHECK

Once connected, click through the slides & check for the logo slide at the beginning and the QR code slide at the end.



#4 MIC CHECK

Ask the MC of the Night to practice their intro while you walk around the room to make sure all audio speakers are working and all sounds good from various points in the room.



Be alert during the lecture to fix presentation glitches and mic issues. Ask the bartender or POC for help if necessary.