

## THE DEFINITIVE AUDIO VISUAL CHECKLIST



AudioVisual.ie have been providing a professional audio visual rental service to the Irish market for over 30 years. The below is the definitive audio visual checklist showing you what you should consider before your next exhibition or show. If you've any questions about your upcoming show feel free to contact us!

## **CONSIDERED / DONE**

What size is my stand?		
What size display will look best?		
What is the best screen location? Where will it attract the most attention?		
What type of display will work best flat screen or projection?  Touch screen?		
Wall mounted or floor stand?	Wall Mounted	Floor Stand
Portrait or Landscape?  Note: Design the digital content to compliment the stand design.	Portrait	Landscape
How is content being supplied?  Laptop / Mac / DVD Player / USB?		
What resolution am I running?  If you require special aspect ratios or resolutions, provide that information to your AV Company as soon aspossible so that they are best prepared to assist you onsite.		
Is sound required?	Yes	No
Am I showing a video?	Yes	No
Do I need a microphone?  Microphones cannot be plugged into flat screens. PA speakers are required.	Yes	No
If more than three wireless microphones are being used within your display, consider an audio operator to run the show.		

## **CONSIDERED / DONE**

Check what frequencies wireless Microphones are running on.  Make sure you have scope to change frequency if there are any issues onsite.		
Is lighting required?  Lighting can compliment company colours adding great impact.	Yes	No
Is a stage required?	Yes	No
Is some presenting or making a speech?		
Are there additional power requirements?		
Am I using multiple displays? Will two or three screens work better than one?		
How will the AV cabling be run around the stand?		
Has the equipment been factored into the stand design?		
Who is delivering & setting up the equipment?		
When should the equipment be delivered, set-up & tested?		
Who is on call during the rental if something goes wrong?  Get an AV Technician phone number especially if rental is over the weekend.		

## **TOP TIP**

The most commonly forgotten items at audio visual shows are:

Mouse Clicker / slides controller, Gaffa Tape, Laptop / Device & Power Supplies,
Pull up banners and USB Sticks.

I hope the checklist above will serve to be useful to you whenever you're running your next audio visual exhibition or show but if you have any questions then

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