

FOUNDRY MEDIA

BROADCAST-QUALITY VIDEO PRODUCTION

PRODUCTION CHECKLIST

Event AV Planning Checklist

The exact pre-production framework behind flawless, zero-failure event coverage - from first venue survey to final handover.

Nothing missed. Nothing left to chance.

foundrymedia.co.uk

Venue Survey

This is the working checklist behind our event productions. It spans venue survey, technical specification, crew briefing, day-of execution, and post-event handover. Print it, tick as you go, and nothing gets missed.

Stage 1 - 3 to 4 weeks before the event.

- ☐ Confirm event date, start time, and total duration.
- ☐ Map every presentation area - stages, podiums, breakout rooms.
- ☐ Locate power supply points and confirm capacity and redundancy.
- ☐ Test WiFi strength and available bandwidth.
- ☐ Document natural light sources and window placement.
- ☐ Confirm ceiling height and rigging capability.
- ☐ Establish backup power needs and generator placement.
- ☐ Audit existing venue AV equipment and its condition.
- ☐ Check parking and equipment access routes and lifts.
- ☐ Measure key distances - stage to back of room, speaker zones.
- ☐ Identify sight lines and potential obstructions.
- ☐ Confirm fire exits and emergency procedures.
- ☐ Check the room for echo or acoustic problems.
- ☐ Note HVAC noise, especially during quiet moments.

Technical Specification

2 to 3 weeks before the event.

- ☐ Finalise camera setup - single or multi-camera.
- ☐ Confirm audio plan - lavalier, wireless, and house PA.
- ☐ Specify lighting - key, fill, hair, and background.
- ☐ Plan backup equipment for every critical item.
- ☐ Prepare a full technical rider with all specifications.
- ☐ Check all cables, adapters, and connectors, plus spares.
- ☐ Test backup power systems and UPS units.
- ☐ Plan live streaming if required - encoder, CDN, backup feed.
- ☐ Confirm internet bandwidth against streaming needs.
- ☐ Document control-room layout and cable runs.
- ☐ Set colour targets - white balance and reference colour.
- ☐ Share the tech spec with the venue for approval.
- ☐ Confirm approved placement for all equipment.
- ☐ Scan for RF interference from wireless mics and video.

Crew Briefing

1 week before, plus a day-before call.

- ☐ Schedule a pre-event call with the full team.
- ☐ Walk the event rundown minute by minute.
- ☐ Confirm camera positions and the shot list.
- ☐ Agree the audio plan and backup systems.
- ☐ Rehearse the failure protocol - camera, power, audio.
- ☐ Assign roles - primary camera, audio, control room.
- ☐ Confirm arrival times and parking details.
- ☐ Set the equipment setup order and timeline.
- ☐ Agree the communication plan - signals, comms, messaging.
- ☐ Review the gear manifest and individual responsibilities.
- ☐ Circulate contact numbers and emergency procedures.
- ☐ Send the detailed crew brief 48 hours ahead.

Day-of Execution

Event day - arrive early, leave nothing to chance.

- ☐ Arrive three to four hours before start.
- ☐ Run a full equipment check across all systems.
- ☐ Set up cameras, audio, and lighting in priority order.
- ☐ Complete a full sound check with wireless mics.
- ☐ Test backup power and failover systems.
- ☐ Colour-correct cameras against white balance targets.
- ☐ Confirm every feed is recording to backup drives.
- ☐ Position crew according to the plan.
- ☐ Brief speakers on mic placement and camera positions.
- ☐ Run through transitions and timing.
- ☐ Monitor levels and quality throughout.
- ☐ Stay ready to adapt to the unexpected.
- ☐ Note timing and any deviations from the plan.
- ☐ Maintain backup recordings and redundancy.
- ☐ Pack up promptly and methodically once the event ends.

Post-Event & Handover

Immediately after the event.

- ☐ Secure all footage and backup drives.
- ☐ Verify every recording is complete and playable.
- ☐ Create redundant backup copies of all footage.
- ☐ Document issues and learnings for next time.
- ☐ Thank the venue and organisers.
- ☐ Begin post-production and editing.
- ☐ Deliver edited content per the agreement.

What this checklist delivers

This is the framework behind our Pharma Synergy conference coverage - 350 delegates, eight keynotes, three partnership rooms, and a single operator.

96%

DELEGATE SATISFACTION

0

TECHNICAL FAILURES

350

DELEGATES COVERED