

ABSTRACT PRODUCTIONS

EVENT PLANNING RESOURCE

AUDIO EQUIPMENT CHECKLIST

Live event sound for New Orleans and the greater Gulf South

Work through this checklist before you request a quote. Tick what your event needs, note anything you are unsure about, and send it over - we will spec the system, crew and backup plan around it.

ROOM & COVERAGE

Decide how the room has to be covered before any gear is picked.

- ☐ Headcount and seating layout (rounds, theater, classroom, standing)
- ☐ Ceiling height and any structural rigging points for flown speakers
- ☐ Main PA: point-source stacks or line array with delay fills
- ☐ Subwoofers, including cardioid arrays for outdoor level control
- ☐ Delay or fill speakers for deep rooms, balconies and overflow space
- ☐ Front fills for the first rows in front of the stage

MICROPHONES

Count every voice, instrument and backup that needs a channel.

- ☐ Handheld wireless for presenters, emcees and Q&A runners
- ☐ Lavalier or headworn wireless for panelists and keynotes
- ☐ Podium gooseneck microphones (plus a spare per podium)
- ☐ Table microphones for panel discussions
- ☐ Instrument, drum and DI channels for live bands
- ☐ Frequency coordination and a licensed spectrum plan
- ☐ Spare capsules, batteries and a backup wireless channel

MIXING & CONTROL

Front of house, monitors and playback all need a home.

- ☐ Front-of-house digital console with the required channel count
- ☐ Monitor console or aux mixes for stage wedges and in-ears
- ☐ Stage boxes, snakes and digital network runs
- ☐ Playback source (laptop, media server) with a DI or interface
- ☐ Program audio feed from the video/presentation system
- ☐ Show file built and saved in advance for fast changeovers

STAGE MONITORING

Make sure everyone on stage can hear the show.

- ☐ Wedge monitors per performer position
 - ☐ In-ear monitor systems and packs
 - ☐ Drum fill or sidefill for larger bands
 - ☐ Talkback and comms between stage, FOH and video
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RECORDING & DISTRIBUTION

Anything leaving the room needs a clean, separate mix.

- ☐ Multitrack or stereo recording of the program
 - ☐ Mix-minus feed for remote presenters and hybrid platforms
 - ☐ Press or broadcast splits and a press box
 - ☐ Streaming audio feed with limiting and level monitoring
 - ☐ Assistive listening system for accessibility compliance
 - ☐ Overflow room or lobby audio distribution
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POWER, RIGGING & LOGISTICS

The details that decide whether load-in stays on schedule.

- ☐ Power distribution and dedicated circuits for audio
 - ☐ Cable ramps, mats and safe runs through public areas
 - ☐ Rigging approvals, motors and points from the venue
 - ☐ Load-in and load-out windows and dock access
 - ☐ A1 and A2 technicians for the length of the show
 - ☐ Rehearsal, soundcheck and system tuning time in the schedule
 - ☐ Backup plan: spare console, amp channel and wireless kit on site
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NOTES

START A QUOTE

Call 504-837-1527 / 877-597-2595 | sales@abstractproductions.net

abstractproductions.net/contact?service=audio