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

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

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

NOTES

START A QUOTE

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

abstractproductions.net/contact?service=audio