

The 30-Day AV Run-Up Checklist

The advance timeline we run before corporate shows — printed so you can steal it. Every box converts an assumption into a confirmation while confirmations are still cheap. Full write-up: baltimoreavcompany.com/insights/30-day-av-run-up-checklist/

DAYS 30–22

Lock the physical facts

- ☐ **Real floor plan in writing** — columns, chandeliers, door swings, ceiling height
- ☐ **Venue logistics answers** — load-in path, dock schedule, freight elevator dims & booking
- ☐ **Power** — what exists, where it lives, what it costs
- ☐ **Rigging rules + quiet hours** — union / exclusivity requirements in writing
- ☐ **Format decisions frozen** — screen vs. LED wall, stream or not, record or not
- ☐ **One owner per side named** — your decisions person + their technical lead
- ☐ **Venue's other events checked** — anyone sharing your dock or wall that day?

DAYS 21–15

The program takes shape

- ☐ **Run of show drafted** — segments, times, who, screens, audio, movement (not the agenda)
- ☐ **Every input counted** — presenters, panelists, videos, playback, band/DJ — then padded
- ☐ **Content spec + deadline sent** — slide dims, video format, due 5 business days out
- ☐ **Remote audience decided honestly** — its own plan and audio, or explicitly none
- ☐ **Catering ↔ program sync** — banquet captain and show timeline in one conversation

DAYS 14–8

Pressure-test the plan

- ☐ **Tech plan walked against the run of show** — every cue has an owner
- ☐ **Crew + call times confirmed, by name** — who is at the console during the program
- ☐ **Rehearsal scheduled** — even 30 min with real presenters, mics, and slides
- ☐ **Risky content chased** — agency videos, remote CEO welcome, anything with licensing
- ☐ **Photo/video positions agreed** — photographer and AV know each other's plan

DAYS 7–2

Everything becomes real

- ☐ **Content deadline enforced** — loaded on the real playback machines, tested full-res
- ☐ **Remote presenters tech-checked** — real setup, real location, backup phone number
- ☐ **Final run of show published** — one version number, everyone works from it
- ☐ **Venue logistics reconfirmed** — dock booking, elevator window, room access time

SHOW DAY

The last checks

- ☐ **Full system test before doors** — every mic, input, screen, and the stream
- ☐ **Presenters mic-checked as they arrive** — on their voice, not the shop's
- ☐ **Someone owns the clock** — and the pre-decided cuts if the day runs long

WITHIN 7 DAYS AFTER

The 15-minute debrief (next year's cheapest planning)

- ☐ **What broke or wobbled** — even invisibly · **What went unused** — next year's honest cut · **What the venue taught us** — dock realities, power quirks, names · **What we'd tell the next planner** — one paragraph, send it to your AV team too