

The Venue Power Checklist

Outlets are faces; circuits are what fail. Send the five questions to your venue, walk the room with this sheet, and keep production and catering off shared breakers. Full guide: baltimoreavcompany.com/insights/event-power-planning/

Five questions to send your venue contact (copy your AV provider)

- ☐ **1. How many dedicated 20-amp circuits** are available in the room, and where do they land?
- ☐ **2. Which wall outlets share circuits** — with each other, and with spaces outside this room?
- ☐ **3. What high-amperage power exists?** Location, connector type, amperage — and what it costs to use.
- ☐ **4. Where is the breaker panel that serves this room**, and who on staff can access it during our event?
- ☐ **5. Any load restrictions or house-electrician requirements?** Union venues often require house personnel for high-amp connections.

Circuit worksheet — one line per department, no sharing

DEPARTMENT	CIRCUIT / PANEL ID	OUTLET LOCATION	CONFIRMED SEPARATE?
Audio (console, PA, wireless)	_____	_____	☐ yes ☐ shared with: _____
Video (switcher, screens, projectors)	_____	_____	☐ yes ☐ shared with: _____
Lighting	_____	_____	☐ yes ☐ shared with: _____
Band / DJ backline	_____	_____	☐ yes ☐ shared with: _____
Catering (urns, warmers, ovens)	_____	_____	☐ kept off ALL production circuits
Stream / record position	_____	_____	☐ yes ☐ shared with: _____

The classic show-stopper: AV and catering unknowingly sharing one wall circuit. A single coffee urn can pull most of a 15-amp breaker by itself.

Rules of thumb

- ☐ **Speech-and-slides meeting:** two dedicated 20A circuits — one audio, one video — is usually comfortable.
- ☐ **Produced program with lighting:** lighting is the hungry department; budget it circuits of its own.
- ☐ **LED walls:** small walls may run on room circuits; large walls want three-phase power — a venue conversation, never a power strip.
- ☐ **Outdoors / tents:** a sized, grounded generator with a technician — not the "quiet" residential unit.
- ☐ **Ask your AV provider:** "What power document are you sending the venue?" A shrug is your answer about the rest of their advance.
- ☐ **Flicker, hum, or reboots** during setup = shared or sagging circuit. Fix the power, not the gear.