

Convention Center AV Equipment Checklist

 Show only Checklist

Display Style
Default 

Pre-Event Inspection & Preparation

Initial assessment and setup before any events are scheduled. Focuses on general functionality and readiness.

Last Full System Test Date

Enter date...

Total Number of Functional Microphones Verified

Enter a number...



Number of Projector Lamps Remaining (Estimate)

Enter a number...

Overall System Status

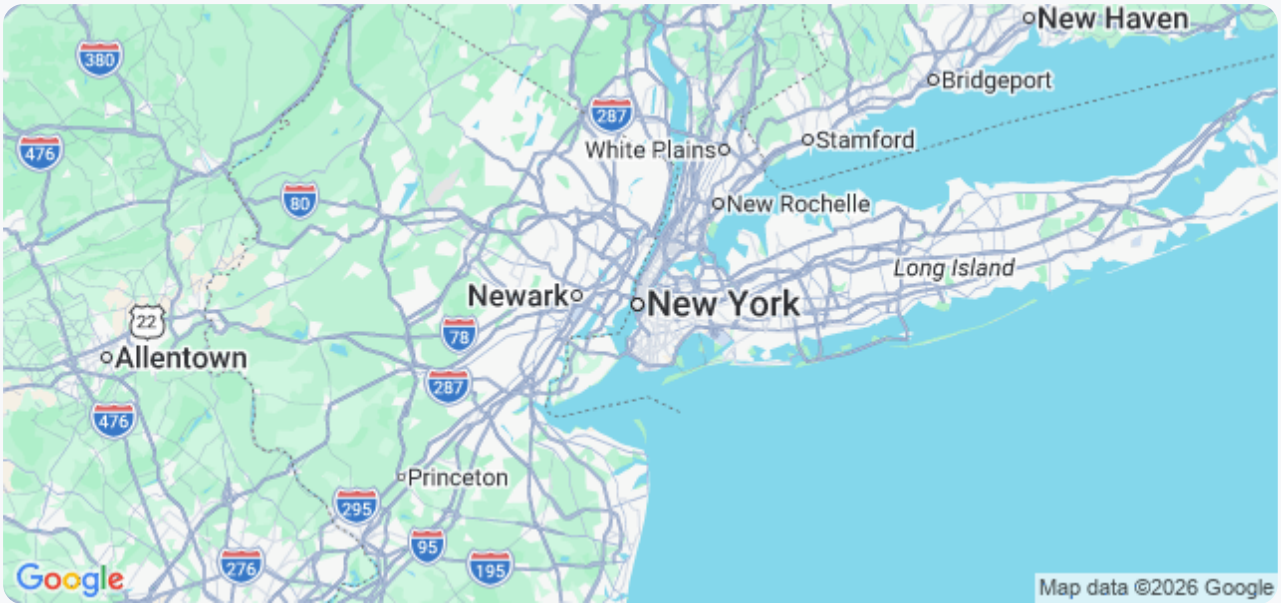
- Operational
- Minor Issues
- Significant Issues
- Non-Operational

Notes on Pre-Existing Issues or Concerns

Write something...

Location of Emergency Power Backup System

 [Set My Current Location](#)



Upload of Previous Inspection Report (if available)

 [Upload File](#)

Scheduled Time for Next Preventative Maintenance

Enter time...

Projection & Display Systems

Covers all projectors, screens, monitors, and related components.

Projector Lamp Hours (Main Projector)

Enter a number...

Projector Lamp Hours (Backup Projector)

Enter a number...

Projector Status (Main)

- Operational
- Needs Repair
- Needs Lamp Replacement
- Out of Service

Screen Condition

- Excellent
- Good
- Minor Damage
- Significant Damage
- Needs Repair

Notes on Projector/Screen Condition

Write something...

Aspect Ratio Functionality

- Functional
- Needs Adjustment
- Not Functional

Last Calibration Date

Enter date...

Connectivity Issues?

- HDMI
- VGA
- DVI
- None

Audio Systems

Encompasses microphones, speakers, amplifiers, mixing consoles, and sound reinforcement equipment.

Microphone Quantity (Wireless)

Enter a number...

Microphone Quantity (Wired)

Enter a number...

Mixer Model

- Yamaha LS9
- Allen & Heath GL2400
- Soundcraft Sigma
- Other (Specify)

Mixer Notes (Functionality, issues, etc.)

Write something...

Speaker System Configuration

- Main PA System
- Front Fills
- Side Reinforcement
- Bose System
- None

Number of Speaker Cabinets Checked

Speaker Issues Found (Select all that apply)

- Crackling
- Distortion
- Low Volume
- Humming
- Physical Damage
- None

Last Amplifier Serviced

Last Microphone Battery Change

Lighting Systems

Includes stage lighting, architectural lighting, and related control systems.

Number of Working LED Pars

Number of Functional Spotlights

Enter a number...

Dimmer System Functionality

- Fully Functional
- Minor Issues
- Significant Issues
- Not Functional

Lighting Console Type

- GrandMA2
- Chamsys MagicQ
- Avolites
- Other

Notes on Lighting Console Configuration or Issues

Write something...

Number of Replacement Gobos Available

Enter a number...

Condition of Lighting Cables

- Good
- Fair - some wear
- Poor - needs replacement

Last Lighting System Maintenance Date

Enter date...

Control Systems & Connectivity

Focuses on AV control systems, cabling, network infrastructure, and signal distribution.

Network Switch Port Count Available

Enter a number...

Control System Software Version

- v1.0
- v2.1
- v3.5
- Unknown

Connectivity Ports Available (Check All That Apply)

- HDMI
- DisplayPort
- VGA
- Ethernet
- S-Video
- Audio (3.5mm)

Network IP Address (Main Control System)

Write something...

Last Firmware Update Date (Control System)

Enter date...

Notes/Observations on Control System Functionality

Write something...

Power & Electrical

Covers power distribution units (PDUs), outlets, surge protection, and electrical safety.

PDU Total Capacity (Amps)

PDU Available Capacity (Amps)

Number of Functioning Outlets Verified

Surge Protection Status

- Operational
- Needs Replacement
- Needs Inspection

Dedicated Circuit Breaker Verified?

- Yes
- No
- N/A

Last Electrical Safety Inspection Date

Notes on Power/Electrical Issues

Voltage Reading (Volts)

Staging & Support Structures

Addresses the physical infrastructure supporting AV equipment, like platforms, risers, and rigging points.

Maximum Load Capacity of Stage (lbs)

Number of Rigging Points Available

Stage Surface Condition (Pre-Event)

- Excellent
- Good
- Fair
- Poor

Riser Condition (Pre-Event)

- Excellent
- Good
- Fair
- Poor

Height of Lowest Stage Level (inches)

Enter a number...

Notes on Stage/Riser Condition (e.g., damage, repairs needed)

Write something...

Trussing/Rigging Certification Status

- Current & Valid
- Expiring Soon (within 6 months)
- Expired

Last Rigging Inspection Date

Enter date...

Post-Event Inspection & Maintenance

Evaluation and maintenance activities to be performed after an event concludes.

Projector Lamp Usage Hours (Total)

Enter a number...

Notes on Unusual Sounds/Issues

Write something...

Screen Condition (After Event)

- Excellent
- Good
- Fair
- Poor
- Damaged

Date of Last Microphone Cleaning

Enter date...

Areas Requiring Cleaning (Check all that apply)

- Speakers
- Microphone Cables
- Mixing Console
- Projector Lens
- All Equipment

Quantity of Damaged or Missing Cables

Enter a number...

Detailed Description of Any Equipment Damage

Write something...

Overall Equipment Condition

- Excellent
- Good
- Fair
- Needs Repair