



Convention Center AV Equipment Checklist

Pre-Event Inspection & Preparation

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

Last Full System Test Date

Total Number of Functional Microphones Verified

Number of Projector Lamps Remaining (Estimate)

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

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

Enter a number...

Speaker Issues Found (Select all that apply)

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

Last Amplifier Serviced

Enter date...

Last Microphone Battery Change

Lighting Systems

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

Number of Working LED Pars

Enter a number...

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)

Enter a number...

PDU Available Capacity (Amps)

Enter a number...

Number of Functioning Outlets Verified

Enter a number...

Surge Protection Status

- ☐ Operational
- ☐ Needs Replacement
- ☐ Needs Inspection

Dedicated Circuit Breaker Verified?

- ☐ Yes
- ☐ No
- ☐ N/A

Last Electrical Safety Inspection Date

Enter date...

Notes on Power/Electrical Issues

Write something...

Voltage Reading (Volts)

Enter a number...

Staging & Support Structures

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

Maximum Load Capacity of Stage (lbs)

Enter a number...

Number of Rigging Points Available

Enter a number...

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