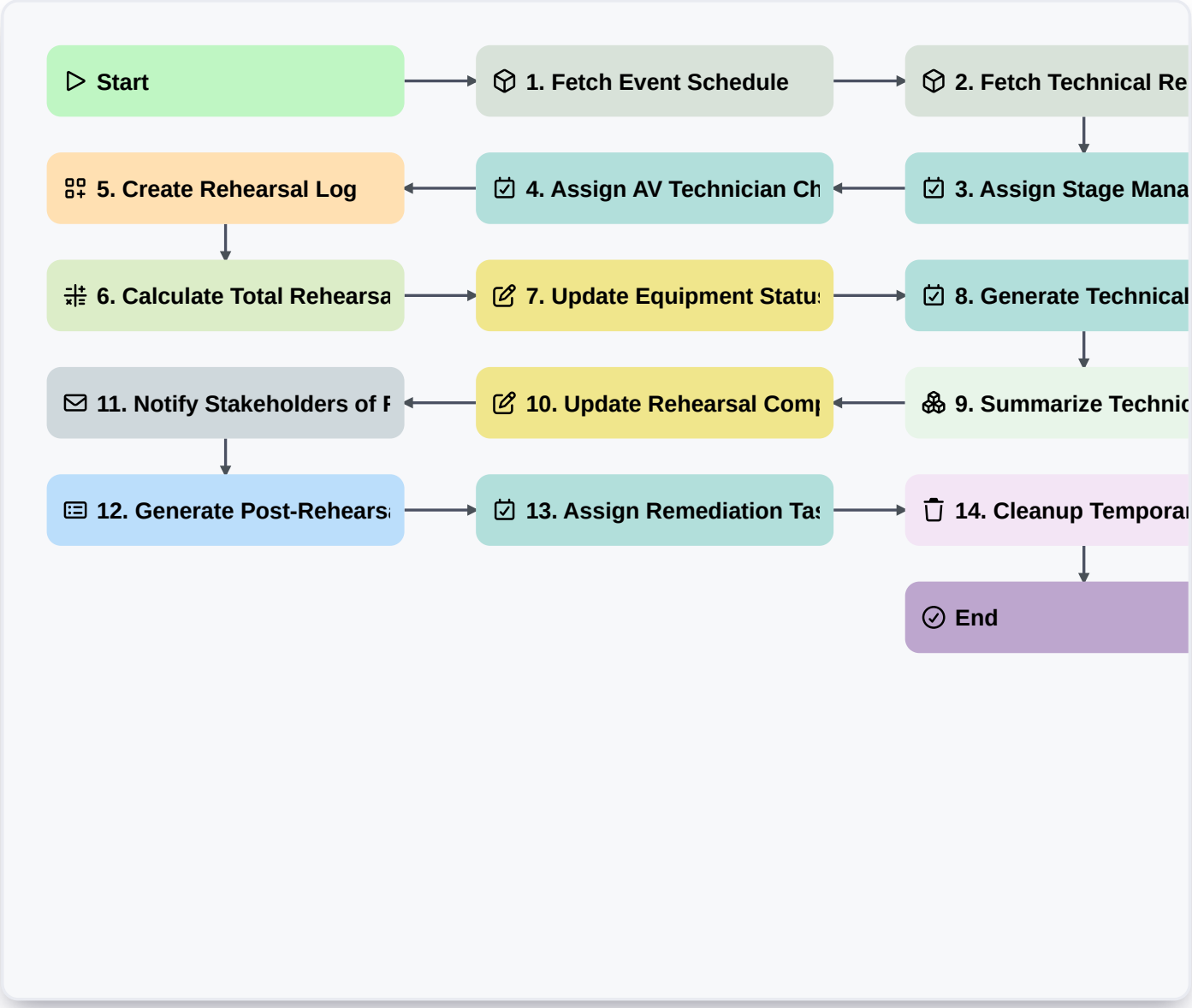
ChecklistGuro

Event Rehearsal And Technical Run-Through Workflow



Start
Start of the Workflow/Process.

1. Fetch Event Schedule
Retrieve all scheduled segments and timings from the Event Master Data Model.

2. Fetch Technical Requirements
Retrieve the list of required AV, Lighting, and Audio equipment from the Technical Rider Data Model.

3. Assign Stage Manager to Run-Through
Create a task for the Stage Manager to oversee the technical rehearsal execution.

4. Assign AV Technician Check
Create a task for the AV Lead to verify all audio/visual inputs are functional.

5. Create Rehearsal Log
Initialize a new entry in the Rehearsal Log Data Model to capture real-time notes and issues.

6. Calculate Total Rehearsal Duration
Calculate the total time required for the run-through by subtracting start time from end time.

7. Update Equipment Status
Update the 'Ready' status of equipment entries in the Technical Rider Model once tested.

8. Generate Technical Checklist
Create a task containing specific sub-steps for testing microphones, projectors, and lighting cues.

9. Summarize Technical Issues
Count the total number of 'Critical' issue entries created during the rehearsal.

10. Update Rehearsal Completion Status
Update the main Event Entry status to 'Technical Run-Through Completed'.

11. Notify Stakeholders of Results
Send an email to the Event Producer and Client with the summary of the rehearsal outcome.

12. Generate Post-Rehearsal Incident Report
Create a formal report summarizing all recorded issues and required fixes for the live event.

13. Assign Remediation Tasks
Create follow-up tasks for technicians to fix any identified equipment or programming failures.

14. Cleanup Temporary Test Entries
Delete any temporary test-run data entries created during the hardware testing phase.

End
End of the Workflow/Process.