

## AV CHECKLIST FOR MEETINGS & CONFERENCE

### I. VISUALS

#### Main Screen Options:

- LED Screen - customisable in size, brightness, and placement capabilities (highly recommended)
- Projector Screen - fixed sizes, customisable in brightness through console (obsolete option)
- High Definition TV - limited capabilities (good for small venue)

#### Minor Screen Options:

- Comfort monitor - to guide speakers with presentations
  - Mupis/Vertical Screens - to showcase agenda, ad campaigns, vertical videos
  - HD TVs - to be placed on several areas of the hall as guide for audience seated at the back
- Digital Podium - a great way to display the event title or logos

#### Accessories:

- Video Console & Software
- Video Conferencing System
- Timer - as guide for speakers about their allotted time
- Clicker - as remote for speakers throughout their presentation

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### II. AUDIO

#### Main PA Options:

- Two-way Array System - compact in design and perfect for small to big indoor setups
- Pole Mounted Array System - can project more sound which is ideal for outdoor setups but also indoor with live music or performances

#### Microphones

- Wireless Handheld- dynamic microphones for MCs or announcements
- Wired - reliable and ideal to place on a stand for Q&As
- Earset Headworn - best for speakers, comfort and consistent sound
- Collar Clip Lapel - ideal for interviews and guided tours
- Gooseneck - for panel discussions

#### Accessories:

- Audio Console - to control sound
- Audio Conferencing System

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### III. LIGHTING

Main Lighting:

- Stage Lights - generic warm lights for uplighting the stage
- Face Lights - ellipsoidal fixtures to focus the face of presenters

Special Effects & Other Lighting:

- Gobos - textured lights to create more depth in the event space
- Wash Lights - to project your corporate brand
- Blinders - for spaces that require more uplighting

Accessories:

Lighting Console - to control lighting

- Trussing - to hold the lighting fixtures any other elements

### IV. STAGE & FABRICATION

- Staging w/ stairs - minimum height: 40 cm
- Fabrication - as per design
- Podium - static or digital
- Carpet - to cover stage or visible dents
- Sofas - seating for VIPS and panelists