Site visit and pre-event location checklist.

March 2018.
HiBlue.com

For the event project manager

- What's the format and feel? E.g. Local discussion, presentation, launch event?
- Audience numbers. Minimum and maximum. (Note fire regulations.)
- Presentation screen. Cable type. Screen presentation also in livestream?
- How will the presenters stand / sit? Be aware of decency and comfort.
- How many presenters? (Microphone selection depends on this.)
- Will the customer provide a floor manager for timings and communications. How?
- Graphics - Lower thirds. Logos. Images. Slides. Videos. Event posters prepared?
- Local video playback at location? (Think about usage rights for local, video and live stream.)
- Livestream replay in another location? (Live viewing?)
- Background music before event? License?
- Intro, warm-up and housekeeping speaker?
- Transfer of photos and videos from producers. How?
- Which social channels will be used.
- Hashtag.
- Live stream start time (Leave time for guests to sit and settle and be punctual.)
- Barrier free livestream considerations (audio-off options, live subtitling, post subtitling.)
- Image rights / model release. Bildrecht (Permission to record people in the room.)
- Internet participation (questions from Facebook, YouTube?) How is this managed?
- Timekeeping clock / timer / countdown.
- Feedback screen for speakers. (teleprompter or floor manager communications.)
- Refreshments for speakers.
- Make-up. Pre-event meeting.

General questions for location manager.

- Background will impact videos, images and live stream - Consider lighting, daylight-evening transition, advertising, screens, windows, plants.
- What noise can we expect during the event. (Air conditioning, road, other events, catering, drinks, casual discussion.)
- Is audience ambient noise important for livestream? (Generally not.)
- How will participants sit. (Stage, standing, high chairs.)
- Think about decency and comfort, for participants. Age / Gender / disability issues.
- Parking and security for participants and engineers, equipment delivery.
- Barrier free access for people with disability.
- What is the reception process. Coats, umbrellas.
- Minors allowed? (Under 18s.)
- Security.
- Access for audience. (Good route, welcome hospitality.)
- Communication between teams. (Headsets required for voice.)
- Special housekeeping announcements? Fire safety, smoking, phone noises, toilets, catering.

Site Technical requirements for production team.

- Access for equipment setup. How. When. Security.
- How many people in the audience?
- Space required for production crew. (front of stage? rear of room? Mobility?)
- Space required for cameras and operators.
- Security of cameras and cable runs.
- Chairs / table / power / lighting for production crew.
- Accreditation / registration / security for access.
- Power for cameras and lighting.
- Local PA system. (Get tech contact information) What cables are needed for live recording? Balanced, unbalanced, cable length. Wireless audio test.
- Local microphones. Available? If so, what type and how many?
- Audience questions microphone?
- Local lighting system. (Get contact information.)
- Pre-event build time. (Local storage. What can be left in room?
- Internet test. Connection location. Firewall. Public internet use during event?
- Cellular capability at location. (LTE signal strength from multiple carriers.)
- Refreshments for producers.

END