[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Event planning equipment checklist

Kit check before load-in - AV, staging and everything else, all present.

Event	[Event name]
Date	[Date]
Checked by	[Name]

Checks

Check	Yes	No	N/A
PA system - speakers, mics, mixer, cables	☐	☐	☐
Lighting - fixtures, controller, gels	☐	☐	☐
Staging / dancefloor - all sections and fixings	☐	☐	☐
Projector / screens and laptops	☐	☐	☐
Signage - printed, correct, undamaged	☐	☐	☐
Radios - charged, channels set	☐	☐	☐
Extension cables and power distribution	☐	☐	☐
Tools kit - gaffer tape, cable ties, multi-tool	☐	☐	☐
First aid kit	☐	☐	☐
Contingency kit - spare bulbs, batteries, fuses	☐	☐	☐

Actions required

[List any issues found and what was done]

Sign-off

Checked by	Signature	Date