SOP: Audio-visual and Technical Arrangements

This SOP details the **audio-visual and technical arrangements** required for successful event execution, encompassing equipment setup, technical support, sound and video system management, troubleshooting protocols, and coordination with event staff. The aim is to ensure seamless audio-visual performance and technical reliability throughout the event.

1. Purpose

To outline standardized procedures for the setup, operation, and troubleshooting of audio-visual and technical components at events.

2. Scope

This SOP applies to all staff and contractors involved in the planning, installation, and operation of audio-visual and technical equipment at organizational events.

3. Responsibilities

- **Technical Lead:** Oversees all technical arrangements and ensures compliance with SOP.
- **Audio-visual Team:** Responsible for setup, operation, and monitoring of AV equipment.
- **Event Coordinator:** Coordinates with technical team and other event staff to align logistics and schedules.
- **Troubleshooting Technicians:** Provides rapid response to technical issues during the event.

4. Equipment Checklist

Category	Items	Remarks
Audio	Microphones (wired/wireless), Speakers, Mixers, Amplifiers	Check batteries and backup units
Visual	Projectors, Screens, LED Displays, Monitors	Confirm resolution and brightness settings
Technical	Cables, Connectors, Power Strips, Backup Power (UPS/generators)	Ensure compatibility and spares
Software	Presentation Software, Media Players, Control Interfaces	Test all needed files and formats

5. Procedure

1. **Pre-event Planning**
   - Review event requirements with organizers.
   - Inspect event venue for layout, acoustic, and technical considerations.
   - Prepare a detailed schedule for equipment delivery, setup, testing, and operation.
2. **Equipment Setup**
   - Install audio-visual and technical equipment according to the plan and floor layout.
   - Conduct sound checks and video tests with event stakeholders present.
   - Label all connections and document configurations.
3. **Live Event Management**
   - Assign personnel to monitor audio, visual, and technical systems throughout the event.
   - Maintain open communication with event coordinator and staff.
   - Respond immediately to technical requests or troubleshooting needs.
4. **Troubleshooting Protocols**
   - Identify and document potential risks and plan contingencies.

- Maintain a troubleshooting log for any incidents during the event.
- Have backup equipment and spare parts on site.

5. **Post-event Procedures**
   - Safely dismantle and inventory all equipment.
   - Report any issues or damages to the Technical Lead.
   - Review event performance and gather feedback for continuous improvement.

6. Safety and Compliance

- Ensure all equipment is compliant with safety regulations.
- Avoid overloading power circuits; use surge protectors.
- Keep all cables tidy and secure to prevent tripping hazards.

7. Documentation

- Maintain copies of all equipment manuals and event-specific configuration sheets.
- File post-event reports and troubleshooting logs for future reference.

8. Revision History

Date	Version	Description	Prepared by
2024-06-15	1.0	Initial SOP template	Technical Lead