

SOP: Audio-visual Equipment and Materials Preparation Checklist

This SOP describes the **audio-visual equipment and materials preparation checklist**, covering the systematic process for inspecting, organizing, and testing all audio-visual tools and supplies prior to events or presentations. It ensures the availability and functionality of devices such as projectors, microphones, speakers, cables, and remote controls, as well as the proper setup of related materials including screens and adapters, to guarantee seamless and professional audio-visual delivery.

1. Purpose

To ensure all audio-visual equipment and related materials are prepared, functional, and available before the start of any event or presentation.

2. Scope

This SOP applies to all staff responsible for the preparation and setup of audio-visual equipment and materials in event or presentation venues.

3. Responsibilities

- Audio-visual Technician: Performs equipment inspections, operation tests, troubleshooting, and maintains the checklist.
- Event Coordinator: Communicates event requirements and verifies AV readiness.
- Support Staff: Assists in equipment setup, distribution, and post-event inventory.

4. Checklist: Audio-visual Equipment & Materials

Item	Action	Status / Notes
Projector	Check power, lamp, lens, and test video input.	
Screen(s)	Ensure proper installation, adjust positioning, check for cleanliness.	
Microphones (wired/wireless)	Test sound, check batteries, cables, connections, and range.	
Speakers	Perform sound check, inspect power supply and connections.	
Laptops/Computers	Power on, check software, test connectivity with projector and peripherals.	
Cables (HDMI, VGA, audio, power)	Check quantity, integrity, compatibility, and label if needed.	
Adapters (HDMI-VGA, USB-C, etc.)	Ensure correct type and quantity available.	
Remote Controls	Test function, replace batteries as needed.	
Pointers / Laser Presenters	Test batteries and functionality.	
Extension cords / Power strips	Check condition and placement; test for electrical safety.	
Backup Equipment	Ensure spare units/devices are present and functional.	

Item	Action	Status / Notes
Other Materials	Confirm availability of any required accessories or supplies (e.g., gaffer tape, batteries, manuals).	

5. Procedure

1. Review event requirements with the event coordinator.
2. Gather all necessary audio-visual equipment and materials per the checklist.
3. Inspect each item for physical and operational integrity.
4. Test the function of all audio-visual devices individually and in tandem.
5. Set up equipment in its designated locations as per event layout.
6. Label cables and equipment if needed for clarity and organization.
7. Confirm all devices are powered, configured, and ready for immediate use.
8. Document checklist completion, note any equipment issues or shortages, and communicate with relevant parties.
9. Remain available on-site for technical support during the event.
10. Post-event: Dismantle, inventory, and store all equipment appropriately; report any damage or loss.

6. References

- AV equipment user manuals
- Venue technical specifications
- Event requirements sheet

7. Revision History

Version	Date	Description	Author
1.0	2024-06-11	Initial release	ChatGPT