SOP: Audio-Visual and Technical Arrangements

This SOP details the **audio-visual and technical arrangements** required for seamless event execution, covering equipment setup, sound and lighting configurations, technical support protocols, troubleshooting procedures, and post-event equipment management. The aim is to ensure high-quality audio and visual experiences, minimize technical disruptions, and maintain operational efficiency throughout the event lifecycle.

1. Roles and Responsibilities

Role	Responsibility
Technical Lead	Overall coordination of AV setup and technical team supervision.
AV Technician	Setup, monitoring, operation, and breakdown of AV equipment.
Support Staff	Assistance in equipment handling and logistics.

2. Pre-Event Preparation

1. **Requirement Assessment**
   - Review event agenda and venue layout.
   - Determine AV requirements (microphones, speakers, projectors, screens, lighting).

2. **Equipment Checklist & Inspection**
   - Prepare an equipment checklist.
   - Inspect and test all AV equipment for functionality.

3. **Logistics Planning**
   - Arrange for safe transport of equipment to the venue.
   - Confirm storage and setup locations at the venue.

3. Equipment Setup

1. Arrive at the venue at least **3 hours** before event start time.
2. Set up audio equipment (microphones, mixers, speakers, amplifiers).
3. Arrange and connect visual equipment (projectors, screens, monitors, laptops).
4. Install lighting fixtures as per event requirements.
5. Test all connections and ensure cable safety/management.
6. Conduct a full system test (sound check, video run-through, lighting scenes).

4. Event Operations & Technical Support

- Assign technicians to monitor equipment throughout the event.
- Perform sound and lighting adjustments as needed.
- Provide on-site troubleshooting for any technical issues.
- Maintain open communication with event coordinator and stage managers.

5. Troubleshooting Procedures

1. Identify and assess reported technical issues immediately.
2. Follow predefined troubleshooting guides (see Appendix A).
3. Escalate unresolved issues to the Technical Lead.
4. Document incidents and actions taken in the event log.

6. Post-Event Equipment Management

1. Power down and safely disconnect all equipment.
2. Carefully pack and inventory equipment for transport.
3. Inspect for any equipment damage; report if necessary.

4. Return all equipment to designated storage.
5. Debrief with staff to discuss performance and improvements.

7. Documentation & Continuous Improvement

- Maintain updated records of equipment usage and issues.
- Solicit feedback from event stakeholders.
- Revise SOP to incorporate lessons learned and emerging best practices.

Appendix A: Troubleshooting Guide (Sample)

Issue	Initial Steps
No sound from speakers	Check power, cable connections, and mixer settings.
Projector not displaying	Verify input source, cable connections, and power cycle projector.
Microphone feedback	Reduce volume, reposition microphone, check for interference.