SOP: Audio-Visual and Technical Setup Procedures

This SOP details the **audio-visual and technical setup procedures**, covering equipment preparation, system configuration, connectivity checks, troubleshooting protocols, and post-event equipment maintenance. The objective is to ensure seamless integration and optimal performance of all audio-visual and technical components for events, presentations, and meetings.

1. Purpose

To establish standardized procedures for the preparation, setup, operation, and maintenance of audio-visual and technical equipment to support successful events.

2. Scope

This SOP applies to all personnel involved in the operation and management of AV equipment for meetings, presentations, training sessions, and events within the organization.

3. Responsibilities

Role	Responsibility
AV Technician	Setup, operate, and troubleshoot AV equipment; report issues and perform basic maintenance.
Event Coordinator	Communicate event requirements; liaise with AV technicians for special needs.
IT Support	Assist with technical integration and network connectivity as required.

4. Equipment Preparation

1. Review event requirements and prepare an equipment checklist (projectors, microphones, speakers, laptops, cables, adapters, etc.).
2. Verify all equipment availability, functionality, and compatibility with venue infrastructure.
3. Inspect cables and connectors for damage; replace if necessary.
4. Charge all rechargeable devices and ensure spare batteries are provided.

5. System Configuration and Setup

1. Arrive at the venue at least **2 hours** before the event start time.
2. Position projection screens, displays, and audio equipment as per layout plan.
3. Connect devices using appropriate cables and adapters, securing all connections.
4. Power on all equipment in the following sequence:
    a. Display devices (projectors/monitors)
    b. Audio devices (mixers, speakers, microphones)
    c. Source devices (laptops, media players)
5. Configure system settings for optimal display and sound quality (resolution, volume, input channels, etc.).

6. Connectivity Checks

1. Ensure all devices are correctly connected and communicating (video, audio, and control signals).
2. Test microphones and speakers for clarity and minimal feedback.
3. Confirm wireless connections (Wi-Fi, Bluetooth) are stable.
4. Check compatibility with conferencing platforms (e.g., Zoom, Teams, Webex) if required.
5. Conduct a dry run with sample content (presentation slides, videos, audio tracks).

7. Troubleshooting Protocols

1. Check and secure all connections if issues arise.
2. Power cycle devices as needed.
3. Substitute faulty cables or devices with spares.
4. Consult user manuals or contact IT support for unresolved issues.
5. Document issues and resolutions for future reference.

8. Post-Event Equipment Maintenance

1. Power down and safely disconnect all equipment in reverse order of setup.
2. Clean and inspect all equipment for damage.
3. Return all equipment to designated storage areas.
4. Update inventory and maintenance logs.
5. Report defects or lost items to the supervisor or IT department.

9. Documentation

- Event setup checklist
- Troubleshooting and maintenance logs
- Inventory updates

10. Revision History

Version	Date	Description	Author
1.0	2024-06-15	Initial SOP release	AV Technical Team