

Event Preparation Check-list

To insure that your event runs as smoothly as possible, Audio Flair offers the following suggestions. Please call with any questions that arise and we'll be glad to help. Be sure to **FAX (805-927-5895)** or mail this check-list to AFSR as soon as possible. We need up to 1.5 hrs of load-in/set-up time (2 hrs on our 32 channel system) and up to 1 hr for sound-check with musicians. Please allow appropriate time between end of sound-check and doors-open or event-start time.

Your name: _____ Your phone number: _____

Proposed date: _____ Load-in time: _____
Sound-check time: _____
Event start time: _____
Event end time: _____

Nature of event: _____

Venue and location: _____

Indoors _____ Outdoors _____ Seating capacity: _____

VENUE

1. Is it adequate for the type of event and expected attendance?
2. Is there adequate access for the sound equipment to load in/out? Equipment will not roll over sand, gravel or long distances of grass. We may need room to load in/out and park a vehicle with a 12' trailer.

POWER

3. The sound system will require between 110 and 128VAC no farther than 60 feet from the stage. It may need only 1 dedicated 20A circuit or as much as two (2) legs of 50A single-phase service protected by a disconnect. If no disconnect is present, you must provide an electrician (at your own expense) to tie-in power at load-in time.
4. Will a generator be supplying the power? The generator you supply must be suitable for electronic equipment, able to produce the required voltage and amperage, have noise baffles, and a ground rod hammered directly into the earth.
5. All on-stage performers must understand that they may only power their personal equipment from Audio Flair-provided stage stringers.

PERSONNEL

6. It is recommended (but not required) that you provide 1 or 2 loaders for load in & out of the event. This helps assure a smooth running event.
7. Only Audio Flair personnel will be permitted to operate the sound system, except with the express permission of Audio Flair staff.
8. If stage passes will be used, please provide them to Audio Flair staff at load-in.

SECURITY

9. Is security required for this event? If the event is for more than a single day, security will need to be provided (at your expense) for all sound equipment left on premises overnight.

PRE / POST MUSIC

10. Is there a need for specific pre or post music? Audio Flair has pre-recorded music suitable for most events. Any special pre-recorded music must be provided to Audio Flair as an audio-CD.

SCHEDULE / SCRIPT

11. A detailed schedule or time-line script for the event is highly recommended. This will keep everyone on the same page and help the event flow smoothly. Copies should be available for all key personnel, including Audio Flair staff.

SOUND SYTEM NEEDS

12. Is this primarily a speech-only event?

13. Will specific pre-recorded music be incorporated into the program (other than pre/post)?
Such music must be on audio-CD with a track list provided.

14. Will wireless mic(s) be required?

If YES: How many and their application: _____

15. Will event feature live music?

IF YES: Type / style of music: _____

Number of vocalists: _____

List all instruments: _____

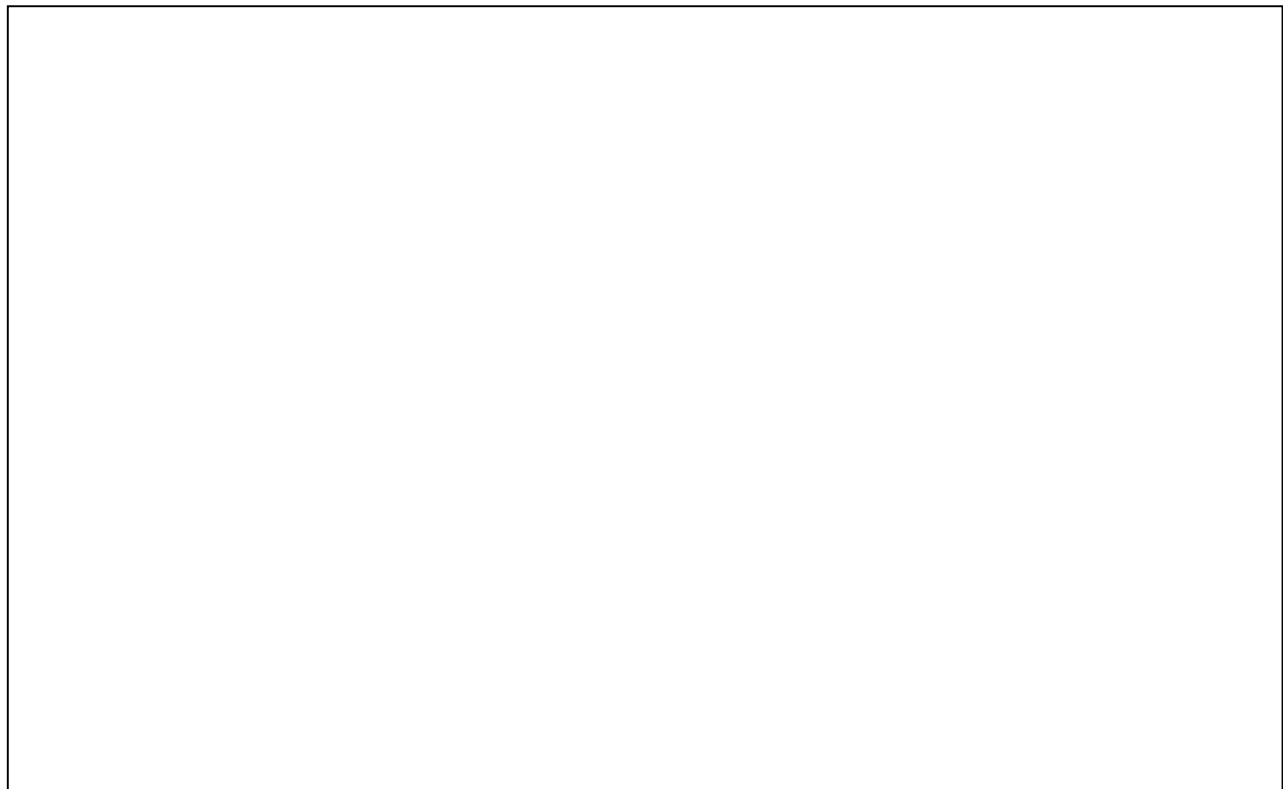
Number of Monitors: _____

Number of Mixes: _____

Will sub-woofers be required? ____ (typical with drums & bass)

16. Any special needs: _____

17. Rough sketch (overhead view) of stage plot. If band has their own, please provide.
(note the location of anyone speaking or singing, and all instruments)



(Audience)