# [Company name]

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## Event planning equipment checklist

Kit check before load-in - AV, staging and everything else, all present.

**Event:** _____

**Date:** _____

**Checked by:** _____

**Checks**

| Check | Yes | No | N/A |
|---|---|---|---|
| PA system - speakers, mics, mixer, cables | ☐ | ☐ | ☐ |
| Lighting - fixtures, controller, gels | ☐ | ☐ | ☐ |
| Staging / dancefloor - all sections and fixings | ☐ | ☐ | ☐ |
| Projector / screens and laptops | ☐ | ☐ | ☐ |
| Signage - printed, correct, undamaged | ☐ | ☐ | ☐ |
| Radios - charged, channels set | ☐ | ☐ | ☐ |
| Extension cables and power distribution | ☐ | ☐ | ☐ |
| Tools kit - gaffer tape, cable ties, multi-tool | ☐ | ☐ | ☐ |
| First aid kit | ☐ | ☐ | ☐ |
| Contingency kit - spare bulbs, batteries, fuses | ☐ | ☐ | ☐ |

**Actions required** [List any issues found and what was done]

**Sign-off**

**Checked by:** _____ **Signature:** _____ **Date:** _____