
Pre-Session Checklist

Stage Clean
Drape Straightened
Water at Podium
Stage Spiked and Labeled
Set Pieces Straight
Screen Image Bleeds
Projectors Focused and/or Aligned
Back Stage Clean
Wires and Cables Taped Down
Misc.—Batteries Fresh, Labeled
Props Readied
Drape Closed
Chairs Positioned
Ice
Speakers Present
Talent Present
VIP Seating Roped Off
Proper Temperature Control
Lighting Focused
Audio Room Walk
Backstage Walk Way Taped
Review Media
Proof Scripts from TelePrompTer
Crew on Head Sets 10 min. Prior to Doors
Open

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