MORRIS AUDITORIUM AUDIOVISUAL (A/V) QUALITY CONTROL CHECKLIST

☐ Service Order received by A/V contractor	Date:	Time:	Requester:
☐ Notification to all involved in the event for system checkout (CDC, Shop, TV, Imaging)			
☐ Pre-Production Meeting	Date:	Time:	Location:

EQUIPMENT CHECKOUT LIST

AUDIO

☐ Intercom Operational Checkout	☐ Audio to Marshall TV	☐ Audio from Marshall TV	
☐ Wireless Microphones	Number of Hand-Held:	Number of Lavalieres Required:	Battery Replacement:
☐ Hard-Wired Microphones	Number of Hand-Held:	Number of Lavalieres Required:	Battery Replacement:
☐ Microphone Checkout Completed	Number of Total Microphones:		

☐ Audio Console Verification of Circuit Assignments	☐ Press Adapter Checkout
☐ End-to-End Test of Audio System	☐ Tape Operations Verification

VIDEO

☐ Camera Number 1	Circuit Check:	☐	White Balance, Focus, Verify Shot:	☐
☐ Camera Number 2	Circuit Check:	☐	White Balance, Focus, Verify Shot:	☐
☐ Camera Number 3	Circuit Check:	☐	White Balance, Focus, Verify Shot:	☐
☐ Signer Camera	Circuit Check:	☐	White Balance, Focus, Verify Shot:	☐

☐ Lighting Checkout	☐ Video Projector Checkout
☐ Computer Presentation	☐ Graphic/Slate Checkout
☐ Centerwide Circuit Checkout (CDC)	☐ Video Playback Checkout

EQUIPMENT STATUS COMMENTS

Producer:	Date:
Technical Director:	Date:
Engineer:	Date: