Sound Check Checklist

* Fresh batteries in Mic
* Fresh batteries in Clicker
* Water On Stage
* Intro placed on podium and discussed with person introducing you
* Set up primary laptop on stage
* Set up backup laptop under podium
* Plug in both laptops to power source and ensure they are charging
* Test both laptops on the HDMI or VGA cord
* Test all embedded audio and video
* Get familiar with the volume settings on the audio cable and how to adjust it on the fly
* Open video on your desktop as a backup
* Give your thumb drive with your Power Point and any video clips on it
* Discuss with the AV team when you want your slides switched to the screen
* Coordinate with the live feed camera team your desires
* Stand on stage and walk it from left to right, front to back, check for trip hazards and find the downstage edge and get familiar with where it is
* Walk stairs up and down and if you jump off stage, test that height
* Test clicker(s) from all distances and ensure it has range
* Walk room with your mic and check back of room and whether you can hear at the farthest point from the speakers
* Stand on stage and deliver a 5 second segment of your loudest portion of the speech and your quietest
* Gain an awareness of where the speakers are. Ensure that you aren’t walking in front of the speakers with your mic pointed directly at it, to avoid feedback. If there are ceiling speakers, stand under all of the speakers near the stage and point your mic directly at them; you’re testing and checking for feedback issues.
* Set up all your props during sound check
* Discuss with event coordinator what happens directly before and after your speech. Sometimes there are instructions you need to give to the audience after your speech.
* Discuss the time requirements one last time with the coordinator
* Get your audio recorder ready and positioned in a place that is either near the speakers or in a place you can hit record just before you walk on stage
* Advance all your slides at the end of sound check. Start at the beginning of your slide deck and click all the way through to the end of your deck. Do not close power point. This puts the slides in the computer’s RAM. Do this for quicker clicker response.
* Set up your product/book table
* Post any notes and reminders on the downstage edge of the stage and tape them down
* Check for cords and trip hazards and tape them down with your gaff tape
* Play with all the lighting settings in the venue to see which is optimal for the screen. Many times this is the most challenging part of sound check as it is difficult to find the setting that is best to see the stage and the screen.
* Position your mic stand if you have one
* American Flag is placed on the stage right rear, to the speaker’s right while facing the audience which is to the audience’s left while facing the stage
* Stand on stage and take a mental snapshot of what it looks like to be on this stage