

CHECKLISTS																	
SCREENS		SWITCH		IMAG		MEDIA SERVERS		SOURCES		DESTINATIONS		DISPLAYS		OUTSIDE VENDORS		DOCUMENTATION	
Screen Parameters	60	Input counts	30	Switcher options	60	Illustrator Design Template	60	Media	60	LED Processors	60	Backstage	60	Vendor initial list + contact	60	Backstage Layout	45
Processing Plan	30	Output counts	30	Camera options	60	AE Design Template	60	Wide	60	Projectors	60	Cam Eng	60	Receive + Review quote	60	Load In Plan	45
Projector, Lens, and Lumen Counts		Layer requirements	30	Camera counts	60	AME Presets	60	GFX	60	DSMs	60	Cam TD	60	Final quote changes	55	Cable Path	30
	60	Router requirements	30	PTZ counts	60	Initiate Creative Pipeline	60	Notes	60	AUX Feed	60	Downstage	60	Quote changes due	50		
	Projection Mapping	Record plan	14	Static cam counts	60	Media Server Project [CLOUD]	30	Prompter	60	Monitor Feeds	60	FOH	60	SUB - Quote approval	45	Budget Review	60
		ControlNet Plan	14	Wireless cam counts	60	Media Server Project [ONSITE]	7	Stage	60	Record	60	GFX	60	-		Equipment List	60
Screen Obstructions	45			Spy cam counts	60	Server Allocation Plan	30	Demo	60	Web Encoder	60	Green Room	60	Verify transfer method	14	Master Planning Deck Review	45
Staging requirements	45			Special mounts	60			Poling	60	Other	60	Media Server	60	Verify delivery address	14	Tile Maps	45
Rigging requirements	45			Lens calculations	60			Remote	60			Prompter	60	Verify delivery dates	14	Video Production Info	30
Power requirements	30			Decking + surrounds	60			Cams	60			Records	60	Verify delivery times	14	Wiring Diagram	30
								Timer	60			Show Management	60	--		Switcher Show File	30
Build Schedule	14							Other	60			Video	60	Purchasing orders requested	60	LED Show File	30
Build Special Notes	14											VMix	60	Purchasing orders placed	45		
Gear list	30											Foyer	60	Purchasing delivery verification	14		
Signal flow	14											Other	60	---			
														SUB - Pull actuals	14		
														SUB - Shop review	7		