VERSION 8.0.1.XXX – DEVELOPED BY: AVOLITES MEDIA LTD. POWERED BY: SALVATION (TM)
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GREG, ADAM, OLIE, ALL AT AVOLITES AND YOU. SPECIAL THANKS MARK CALVERT. LETS ROCK!

Pre Production Check List

VERSION 8.X

By Arran Rothwell-Eyre December 2014

with Additions by Dave Green & Ciaran Abrams

Pre-Production Check List

This page has been created as a set of guidelines to give advice to those involved with event production using Ai, many of which are based on years of experience and regularly encountered issues of many users, operators, designers and production managers :

The following items must be confirmed at the time of confirmation of your involvement in the show

Are sufficient Ai systems available and have they been booked onto the job?

Have staff / operators been confirmed for the show?

Has Transport been allocated for site personnel & all hardware?

Has Accommodation been arranged for site staff?

The following items must be confirmed at least 4 weeks prior to the show

Has the content creation template been finalised?

Has an output template been issued to the LED supplier to confirm suitability?

Has a projection plan been issued to the projectionist[s] / suppliers to confirm suitability?

Has all required additional equipment been ordered? And, equally importantly, do you know when this equipment will be delivered?

Has the Clients video input / control signals been finalised and tested?

Considering the duration of the event and the resolution of the media is the system prepared for the storage requirements?

Has suitable flight cases been arranged for transport to and from venue and or setup / rehearsal sites.

Has the content team produced a suitable test clip for full res, full system hardware testing

Have all required outputs been tested from all systems simultaneously?

Has content been run on all systems simultaneously at FULL resolution. (If none is available - make some test content)

The following items must be confirmed at least 2 weeks prior to the show

Has the Ai Project file been created?

Has ALL equipment been connected together and tested as it will be on the day of the show?

The following items must be confirmed at least 1 week prior to the show

Has a provisional show running order been obtained from the client?

Have you practiced the transitions and cues required in the show on the full system in preparation for the event?

Has the content been completed and copied to media drives?

Remember the golden rule is - Never assume anything - And if you're unsure – ask!