SHOW READY.

FICTIONAL COMPLETED EXAMPLE

BEFORE REHEARSAL

Fictional completed example. A made-up show, filled in to show how a working sheet reads at the desk. It is not a real check result.

EVENT	DATE	VENUE / ROOM
Harbourline Summit 2027	Thu 14 Jan 2027	Hall B, Example Expo Centre

ROS REVISION	CHECKLIST OWNER	REHEARSAL STARTS
ROS v7 · 13 Jan 18:40	J. Mercer, technical producer	14 Jan · 07:30

PACKAGE — **Package review.** Checkable in the files: run of show, media folder, decks.

SHOW SETUP — **Needs the actual show machines, house system and operators.** A package review does not cover it.

#	CHECK	WHERE	DONE	NEEDS ATTENTION	N/A	NOTE / INITIALS
01	**RUN OF SHOW** The schedule everyone will run from					
1	**Latest revision shared.** The ROS revision above is the one every department is working from.	PACKAGE	☒	☐	☐	v7 sent to all depts 18:40
2	**Every cue complete.** Activity, start time and duration set, with units (sec / min) stated.	PACKAGE	☒	☐	☐	
3	**Media named per cue.** Each cue that plays media names one specific file. Cues with no media say “none”.	PACKAGE	☒	☐	☐	Cue 4, 9 = none
4	**Names and loops listed.** Speaker names match the latest agenda. Walk-in, walk-out and holding loops are cues.	PACKAGE	☐	☒	☐	Panel moderator changed → A1
02	**MEDIA AND VERSIONS** Files in the show package					
5	**All files present.** Every file named in the ROS is in the show package.	PACKAGE	☐	☒	☐	Cue 12 sting missing → A2
6	**One final version per cue.** No FINAL / v2 / NEW names that could be confused. Superseded files moved out.	PACKAGE	☒	☐	☐	Old v2 files archived
7	**Format matches the screens.** Resolution, frame rate and aspect ratio match the screen specification.	PACKAGE	☒	☐	☐	All 1080p, 25 fps
8	**Full playback on the show system.** Every file played once, start to end, on the actual playback machine: picture, audio, last frame.	SHOW SETUP	☐	☒	☐	Sting pending → A2
03	**PRESENTATIONS** Speaker decks					
9	**Final decks received.** Latest version from each speaker, agreed slide size, file name matches the ROS.	PACKAGE	☒	☐	☐	6 of 6 decks in
10	**Embedded media supplied separately.** Videos and audio inside decks are also in the package as separate files.	PACKAGE	☐	☐	☒	No embedded video
11	**Fonts checked on the show machines.** Each deck opened on the show machine with fonts installed. No substitution or reflow.	SHOW SETUP	☐	☒	☐	Deck 3 font → A3
12	**Deck playback tested.** Builds, embedded video and audio, presenter view and clicker tested on the show machine.	SHOW SETUP	☒	☐	☐	Clicker on ch. 2
04	**ON THE ACTUAL SHOW SETUP** People and the real system					
13	**Loudness set on the house system.** Sound op balances every audio cue through the house PA, not on headphones or a laptop.	SHOW SETUP	☒	☐	☐	Sound op, 13 Jan 17:45
14	**Outputs and backup checked.** Every screen, confidence monitor and record / stream feed. Backup mirrors main; switch-over tested.	SHOW SETUP	☒	☐	☐	Switch-over 4 s
15	**Rehearsal booked on show kit.** Operators, show machines and house system confirmed. Changes go into a new ROS revision.	SHOW SETUP	☒	☐	☐	07:30 call, all ops
16	**Offline copy at the desk.** Printed and offline copies of the latest ROS at FOH and backstage.	SHOW SETUP	☒	☐	☐	FOH + backstage

UNRESOLVED ACTIONS

Every Needs attention item. Close each one before rehearsal, or agree how the show runs without it.

#	ACTION	CHECK #	OWNER	DEADLINE	CLOSED
A1	Confirm new panel moderator name; issue ROS v8	4	Producer · J. Mercer	13 Jan 20:00	☐
A2	Get final Cue 12 sponsor sting from agency	5	Media op · T. Ade	13 Jan 21:00	☐
A3	Install Deck 3 brand font on Show PC 2	11	Graphics op · L. Novak	14 Jan 07:00	☐
A4					☐

Scope. ShowReady is a preflight aid. It can help with some PACKAGE checks: matching the run of show to the files and flagging missing, mismatched or risky media. It does not play files on your show system, check installed fonts, set loudness on the house system or replace rehearsal on the actual equipment. Passing a package review does not guarantee playback.