

Before rehearsal

A practical check of the run of show, media package and playback setup.

Event: _____ Date: _____

Lead / owner: _____ Version: _____

1 Lock the run of show

- ☐ Give every cue a clear ID, action, owner and agreed start time or trigger.
- ☐ Name the intended file for each playback cue. Confirm durations and their units.
- ☐ Mark holds, loops, transitions and the cue that stops or releases them.

2 Resolve media questions

- ☐ Identify the approved version of each asset; resolve duplicate or conflicting names.
- ☐ Check resolution, aspect ratio, frame rate and format against the actual playback brief.
- ☐ Confirm audio routing, required channels, mute intentions and operator-agreed levels.

3 Check speaker presentations

- ☐ Confirm speaker names, order, slide size, fonts and the final deck version.
- ☐ Test embedded media on the show machine; agree separate playback files if needed.
- ☐ Agree who advances slides, who gives cues and how late changes reach the operator.

4 Rehearse on the show system

- ☐ Open and play every critical asset on the actual show setup; check picture and sound.
- ☐ Walk the opening, transitions and closing. Test backup playback and recovery cues.
- ☐ Keep an offline copy of the approved run of show and agreed media package.

Before handover: assign every unresolved item an owner and deadline.

Open item / owner / deadline: _____

Reviewed by: _____ Time: _____