



**Sound Checklist - call Shock for further advice 08456 650732**

| <b>PA System</b>                                       |  | <b>Advice/ Notes</b>                              |
|--|--|---|
| Does venue have a high quality sound system?           |  |   |
| Audience number / size of room?                        |  | Larger room/audience needs larger PA system       |
| Layout of venue (can everyone see/ hear?)              |  |   |
| Speech only or full music system?                      |  | Music needs a more powerful PA system             |
| Hearing loop required?                                 |  |   |
| Translation/descriptive commentary (infra-red) needed? |  |   |
| Does the event need to be recorded/ transcribed?       |  | Translation to headphones or recorded             |
|  |  |   |
| <b>Microphones</b>                                     |  |   |
| Number of table top conference mics                    |  | Often used for meetings/ panel discussions        |
| Number of lectern Mics                                 |  | Mic mounted on lectern for key presenters         |
| Number of handheld speech mics with cable              |  |   |
| Number of handheld radio mic                           |  | Perfect for questions from the floor              |
| Number of headset radio mics                           |  |   |
| Number of lapel radio mics                             |  | Hands free microphone                             |
| Number of musical instrument mics / other mics         |  |   |
|  |  |   |
| <b>Playback/ recording</b>                             |  |   |
| Number of Minidisc players                             |  | Have playback labelled and in correct order       |
| Number of CD/ cassette players                         |  |   |
| Have you chosen event music?                           |  |   |
| Copyright issues - clear with PRS / venue              |  | Venue must belong to PRS to play music legally    |
|  |  |   |
| <b>Extras</b>  |  |   |
| Does the venue need to a stage?                        |  |   |
| Speakers required for audience at back of room?        |  | Keep overall volume lower by having more speakers |
| On stage monitoring for musicians required?            |  | Speakers to help musicians hear themselves        |
| Where will you locate sound/ lighting desk ?           |  |   |
|  |  |   |
| <b>Your notes</b>                                      |  |   |
|  |  |   |