

AV & tech timeline

Date: July 23, 2026

Timeline

07:00 – 08:30 AV Load-In and Equipment Setup

The technical crew unpacks production gear, sets up trussing, and runs primary power lines across the venue floor. All flight cases are stored behind stage left.

Location: Main Auditorium Stage

08:30 – 09:30 Audio System Tuning and Line Checks

Audio engineers calibrate the main speaker array, assign wireless mic frequencies, and eliminate acoustic feedback loops. Line checks are completed for all podium and handheld microphones.

Location: Front of House Sound Console

09:30 – 10:30 Lighting Focus and Cue Programming

Lighting technicians focus stage keylights, set up background wash fixtures, and program preset focus scenes into the lighting desk. Keylight intensity and color temperature are balanced for high-definition video.

Location: Lighting Control Booth

10:30 – 11:30 Streaming Setup and Network Stress Test

The broadcast crew sets up video encoders, patches multi-camera feeds, and runs speed tests on the dedicated network line. Streaming audio and video bitrates are validated on the primary streaming channel.

Location: Broadcast Control Suite

11:30 – 12:00 Tech Crew Briefing and Break

The production team gathers to review the run-of-show over coffee and refreshments. Technical leads finalize comms channel assignments and operational responsibilities.

Location: Green Room Lounge

12:00 – 13:00 Speaker Dry Run and Presentation Checks

Presenters test their assigned lapel microphones and practice advancing slides on the stage confidence monitors. Audio levels and clicker responsiveness are fine-tuned for each speaker.

Location: Main Auditorium Stage

13:00 – 14:30 Full Cue-to-Cue Tech Rehearsal

The crew runs through the full show timeline including lighting cues, graphic rolls, lower-third overlays, and audio transitions. Operators practice switching seamlessly between live presenters and pre-recorded video clips.

Location: Main Auditorium and Control Booth

14:30 – 15:00 Live Broadcast Signal Test

The streaming team broadcasts a private test feed to verify slate graphics, countdown timers, and synchronized audio channels. Stream health and latency are confirmed with remote monitoring staff.

Location: Broadcast Control Suite

15:00 – 15:30 Stage Sweep and System Standby

Stage managers secure loose cables, clean podium surfaces, and place fresh water on stage. All production consoles enter standby mode in preparation for guest arrival.

Location: Main Auditorium Stage

15:30 – 16:00 Doors Open and House Media Playback

Audience members enter while ambient venue lighting turns on and background audio plays through the house PA. The stream goes live displaying a countdown timer and sponsor slides.

Location: Auditorium Doors & Stream Feed

16:00 – 17:30 Live Production and Event Stream

The main event is produced live with active camera switching, dynamic lighting adjustments, and real-time audio mixing. Technical directors maintain constant comms to coordinate timing and cue shifts.

Location: Main Auditorium Stage and Broadcast Feed

17:30 – 19:00 Post-Show Strike and Load-Out

Following final applause, technical teams power down electronics, strike lighting rigs, and pack equipment back into flight cases. Gear is loaded onto transport trucks and the venue is cleared.

Location: Main Auditorium Stage & Loading Dock