FOR HOTEL & VENUE EVENT TEAMS

# Working With Audio Visual Solutions as Your Outside AV Company

Audio Visual Solutions Inc. is an event AV production company headquartered in Brookhaven, PA, near Philadelphia, with locations in Washington, DC, San Diego and Orlando. One of your clients has asked us to produce the AV for their event. Here is how we work with venue staff.

## What we provide the venue

- A certificate of insurance, naming the venue if required, on request ahead of the event.
- A stage and room layout showing the stage, screens, speakers and seating.
- A rigging plan for anything hung over the audience, with the weight of every truss, speaker and screen, for your approval before we arrive.
- Rated motors and hardware with safety cables, hung only from rigging points you approve.
- Our power requirements by location (stage, front of house, streaming position).
- A crew lead who coordinates load-in, setup, show and teardown directly with your event staff.
- A radio frequency scan before doors open, so our wireless microphones stay clear of other events in the building.

## What we'll ask you for

- Your outside-vendor requirements in writing, including any fees.
- Floor plans with room dimensions, ceiling height and rigging points.
- Load-in details: loading dock, freight elevator, and the earliest time our crew can access the room.
- Available power near the stage and front of house.
- Internet: a wired connection if the event is streamed or has remote presenters.
- A venue contact for show day.

## Contact

PHONE
(888) 961-9700

EMAIL
info@avmeetings.com (certificates of insurance, rigging plans, layouts)

HEADQUARTERS
Upland Industrial Park, 1 Upland Ave, Building E, Brookhaven, PA 19015

WEBSITE
avmeetings.com