



SHOWREADY

IMPORTANT: You must SAVE this form before closing to retain your notes.
Please email completed form to: Events@ShowReadyTech.com

PROJECT QUICK-START

Company:

Contact:

Email:

Work Phone:

Cell:

Event Date(s):

Start time(s):

End time(s):

Load-in/Set Up Date/time:

Event Location Name:

Event Address:

Contact Name/Phone/Email:

Main Room:

Audience Size:

Room Dimensions:

Ceiling Height:

Breakout Room(s):

Audience Size Per Room:

Room Dimensions:

Ceiling Height:

Event Description:

STREAMING REQUIREMENTS

Will any portion of your event need to be streamed?

Describe the Guest Experience:

If so, list locations and audience size?

Event Purpose:

What needs to be streamed? Entire program? Other?

Event Mood/Ambiance:

WEB-CONFERENCE REQUIREMENTS

How do you Want Your Audience to Feel?

Do you need audio video conferencing? If so describe.

Event Budget:

How many participants and from what location?

SHOW READY PROJECT QUICK-START

MAIN ROOM/GENERAL SESSION

AUDIENCE SIZE

EQUIPMENT

Staging?

Scenic?

Drapery

Podium?

Video Screens?

Projectors?

Flat Screens?

VIDEO SOURCES

PowerPoint?

Videos/Playback Pro?

COMPUTERS

Client Providing Laptops & Operator?

How Many Presenters?

VIDEO

Do You Want to Video Record?

IMAG to Screens?

How Many Cameras?

Editing on Site?

Candids/Videographer?

AUDIO

How Many Wireless Mics?

How Many Speakers?

Head Set Mics?

Lavs?

Hand Helds?

Stringers for Play Ons?

Press Feed?

MAIN ROOM/GENERAL SESSION

AUDIENCE SIZE

LIGHTING

Lighting?

Stage Wash?

Key Light?

Ambient Uplights?

Banner Lighting/Strip Lights?

Effects Pkg?

Ballyhoo?

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SHOW READY PROJECT QUICK-START

BREAK-OUT ROOMS, HOW MANY

AUDIENCE SIZE

EQUIPMENT

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Drapery

Podium?

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