Review your AV proposal

Equipment rental planning checklist

Use this sheet with your team to review the equipment, services and responsibilities in the itemized proposal.

1 **Equipment and connections**

Models, quantities, accessories, cables, support and compatibility with equipment supplied by another provider.

2 **Transport and access**

Who collects or delivers, the route into the room, loading hours and return arrangements.

3 **Crew and schedule**

Setup, testing, rehearsal, event and removal. The equipment rental period does not define crew hours.

4 **Scope and support**

Who operates, which tasks remain with other suppliers and what assistance or backup is included.

5 **Availability and booking**

Confirmed when the request is reviewed and the proposal and booking terms are agreed. An inquiry does not reserve equipment.

Compare each item with the latest proposal and ask about anything that is not specified.