

LS Dreamer

Professional Audio & Visual Service

17 Powder Horn Lane • Rehoboth Beach, DE 19971 • (302) 841-2798

Audio & Visual Event Worksheet

1. Event Information	
Primary Contact Person:	Contact Information:
Type of Event:	Estimated Guest Count:
Event Location / Full Address:	
Event Date:	Event Start and End Times:
Venue Contact:	Planner / Coordinator:
Load-In Time and Access Instructions:	

2. Audio Requirements		
Service / Equipment	Needed	Quantity / Notes
Main PA / Speaker System	Yes / No	
Wireless Handheld Microphones	Yes / No	
Wireless Lavalier / Headset Microphones	Yes / No	
Podium / Lectern Microphone	Yes / No	
Instrument / Vocal Microphones	Yes / No	
Audio Mixer	Yes / No	
Stage Monitors	Yes / No	
Music Playback Device / Connection	Yes / No	
Audio Recording	Yes / No	
Additional Audio Needs / Preferred Volume / Special Instructions:		

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3. Visual Requirements		
Service / Equipment	Needed	Quantity / Notes
Projector	Yes / No	
Projection Screen	Yes / No	
TV / LED Display	Yes / No	
Laptop / Presentation Computer	Yes / No	
Presentation Clicker	Yes / No	
Video Playback	Yes / No	
Camera / Video Recording	Yes / No	
Live Video Feed / Streaming	Yes / No	
Stage / Room Lighting	Yes / No	
Spotlight / Special Lighting	Yes / No	
Presentation Format / Video Resolution / File Delivery Method:		

4. Venue & Technical Information	
Indoor / Outdoor:	Rain / Weather Backup Plan:
Available Power / Outlet Locations:	Dedicated Circuits Available:
Stage / Performance Area Size:	Ceiling Height / Rigging Restrictions:
House Audio / Visual Equipment:	Wi-Fi / Wired Internet Access:
Parking, Loading Dock, Elevator, Stairs, or Access Notes:	

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5. Event Timeline & Technical Cues

Time	Event / Speaker / Presentation	Audio, Visual, Lighting & Cue Notes

6. Final Details & Approval

Special Requests / Additional Notes:

Overtime Policy: A \$50 overtime fee will be charged for each additional half-hour beyond the scheduled event end time.

Arrival & Payment Policy: Upon LS Dreamer's arrival at the venue, the full contracted fee becomes due and payable. This policy applies if the event is delayed, shortened, canceled, or otherwise unable to proceed for reasons beyond LS Dreamer's control.

Cancellation Policy: Cancellations must be submitted at least 24 hours before the scheduled event start time. If less than 24 hours' notice is provided, the full contracted fee will remain due and payable.

Client Name:

Date:

Client Signature:

LS Dreamer Representative: