Corporate AV brief

Complete what you know. All fields are optional.

Share this with your event team, venue and production suppliers.

01 Event overview

Event / organisation

Event date(s)

Venue or shortlist

Audience numbers: in room / online

Program start / finish

Setup, rehearsal and packdown access

02 Rooms and program

Room / session times	Audience / layout	Presenters, content and support

03 People and participation

Presenters, panels, videos and audience questions

Remote speakers, viewing platform, captions or other access needs

Open decisions / agenda and files to attach

Planning guide: studioav.au/resources/corporate-av-proposal-what-to-include/

Corporate AV brief

Complete what you know. All fields are optional.

Share this with your event team, venue and production suppliers.

04 Responsibilities and handovers

Use an organisation or role if an individual is not yet assigned.

Workstream	Supplier / owner	Still to confirm / handover
Venue access / room AV		
Microphones / questions		
Slides / videos / screens		
Remote speakers / stream		
Captions / participation		
Recording / reporting		
Production decisions		

05 Outputs and proposal assumptions

Recordings, edits, captions, files or reports needed

Delivery dates, review, download access and retention to agree

Venue inclusions, exclusions, agreed backups or other assumptions

Next: confirm the scope, responsibilities, availability and total in the proposal.

This worksheet is a planning aid; completing it does not confirm a booking.

Planning guide: studioav.au/resources/corporate-av-proposal-what-to-include/