



School Event Production Checklist

FOR SCHOOLS, UNIVERSITIES, PARENT GROUPS, AND CAMPUS EVENT TEAMS

Coordinate contacts, campus access, sound, music, lighting, timing, and student-facing requirements for school programs.

School and event contacts

☐	Administrator or event lead identified
☐	Facilities and campus-access contact identified
☐	Program caller, music contact, and performer lead identified
☐	Emergency and after-hours contact procedures reviewed
☐	Vendor arrival and sign-in requirements distributed

Program and audience

☐	Event format, audience age, and attendance confirmed
☐	Speakers, student readers, performers, and awards listed
☐	Appropriate music and announcement requirements documented
☐	Guest arrival, dismissal, and campus traffic considered
☐	Accessibility and supervision needs reviewed

School Event Production Checklist

Sound, music, and lighting

☐	Microphone list and handoff plan confirmed
☐	Music, videos, presentations, and performance playback collected
☐	Speaker coverage and volume expectations reviewed
☐	Stage, room, or dance lighting priorities confirmed
☐	Power, placement, and cable paths approved

Schedule and safety

☐	Load-in, setup, and system-check window protected
☐	Rehearsal needs scheduled
☐	Weather plan documented for outdoor events
☐	Exits, walkways, and supervision areas remain clear
☐	Breakdown and campus departure deadline confirmed

NEXT
STEP

Request a Quote at rgdjpro.com or contact info@rgdjpro.com.