

Day-Of Event Operations Checklist

NextLevel Production Services

- ? Publish crew call times and contact tree to all leads.
- ? Confirm presenter check-in, mic assignment, and playback readiness.
- ? Run audio/video/lighting line checks before doors open.
- ? Track cue execution and timing changes in real time.
- ? Document strike order and venue sign-off requirements.

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<https://www.nextlevelproductionservices.com/contact>