

# Event Production Checklist

NextLevel Production Services

- ? Define event goals and non-negotiables before equipment scope lock.
- ? Finalize run-of-show timings, transitions, and cue ownership.
- ? Confirm audio, video, lighting, and staging requirements by zone.
- ? Assign staffing for setup, operation, troubleshooting, and strike.
- ? Document contingency plans for weather, power, and schedule changes.

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