

# Day-Before Venue Checklist



## Ensure Your Tribute Plays Perfectly

**\*Complete these checks 24-48 hours before your event\***

### QUICK REFERENCE

Task	Who	Completed
Test file playback	Venue tech / Family	<input type="checkbox"/>
Verify audio works	Venue tech / Family	<input type="checkbox"/>
Check screen settings	Venue tech	<input type="checkbox"/>
Confirm backup plan	Both	<input type="checkbox"/>
Run full dress rehearsal	Both	<input type="checkbox"/>

### BEFORE YOU ARRIVE ENSURE TO HAVE:

- Final tribute file (on USB drive - at least two copies)
- Backup USB drive with same file
- Laptop with HDMI output (if using personal device)
- HDMI cable (minimum 2 metres)
- Any adapters you might need (USB-C to HDMI, etc.)
- This checklist
- Our technical support number: [INSERT NUMBER]

### CONNECTION CHECK

#### 1. Power Up

- Turn on the screen/TV/projector
- Turn on the sound system (if separate)
- Locate remote controls for both

#### 2. Connect Your Device

- Connect laptop/USB device to screen
- If using USB direct to TV: Insert USB and navigate to media player
- If using laptop: Connect HDMI cable and select correct input on screen



## Day-Before Venue Checklist

- Confirm the screen is displaying your device's output

### 3. Select Correct Input

- Press "Input" or "Source" on remote
- Select the correct HDMI port (HDMI 1, HDMI 2, etc.)
- Or select "USB" if playing directly from drive

### PLAYBACK TEST

### 4. Play the Tribute

- Press play on your tribute file
- Watch the ENTIRE video without interruption
- Note any playback issues (stuttering, freezing, buffering)

### 5. Verify Video Quality

- Picture fills the entire screen (no black bars on sides)
- Image is sharp and clear (not blurry or pixelated)
- Colors look correct (not washed out or oversaturated)
- Fast movements are smooth (no stuttering or lag)

### 6. Verify Audio Quality

- Sound plays clearly (no distortion)
- Volume is appropriate for the room
- Music and any voice audio are balanced
- If using separate sound system: Confirm audio is routing correctly

### TROUBLESHOOTING COMMON ISSUES

<b>Problem</b>	<b>Likely Fix</b>
No picture	Check HDMI cable is fully inserted; verify correct input selected
No sound	Check volume isn't muted; verify audio output settings on laptop
Picture but no sound	Check if sound is set to TV speakers vs external system
Video stutters	File may be too large; try lower resolution version
Black bars on sides	Screen aspect ratio mismatch; check display settings
File won't play	Format not supported; use our backup MP4 file



# Day-Before Venue Checklist

## AUDIO CHECK (Separate Sound System)

If the venue uses external speakers:

- Locate the sound system controls
- Confirm system is powered on
- Test volume at low, medium, and intended levels
- Walk to the back of the room - can you hear clearly?
- Verify no feedback or buzzing sounds

## WIRELESS SETUP (NOT RECOMMENDED)

Only use wireless if wired connection is impossible:

- Connect device to venue WiFi
- Test internet speed (if streaming)
- Cast/screen share to display
- Test for 2+ minutes to check stability
- Have wired backup ready

## BACKUP PLAN

- Second USB drive prepared with same file
- Laptop fully charged (or power cable available)
- Alternative playback method identified
- Venue technician knows backup location

## DRESS REHEARSAL

Run Through the Full Sequence:

- Someone announces the tribute (simulate real conditions)
- Press play at correct moment
- Let entire tribute play
- Verify lighting is appropriate (not too bright, not too dark)
- Confirm everyone can see and hear clearly

## VENUE-SPECIFIC NOTES

Screen brand/model: \_\_\_\_\_

Connection used:  HDMI 1  HDMI 2  HDMI 3  USB  Other

Audio setup:  TV speakers  External system  Both

Issues encountered: \_\_\_\_\_

Solutions found: \_\_\_\_\_

Technical contact on day: \_\_\_\_\_

Phone: \_\_\_\_\_

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## EMERGENCY SUPPORT

If something isn't working right on the day:  
Call us immediately: [INSERT 24/7 SUPPORT NUMBER]  
Email (checked urgently): [support@timelesstributes.au](mailto:support@timelesstributes.au)

We can help with:

- Playback troubleshooting
- Format conversion (we can send alternative files)
- Remote guidance for venue technician
- Last-minute file delivery options

## FINAL CHECK

- Tribute plays perfectly from start to finish
- Backup file is accessible
- Venue technician knows schedule
- Support number saved in phone
- You feel confident and ready

## REMEMBER

The tribute you're about to share represents countless hours of love, memory, and craftsmanship. This checklist ensures that when the moment arrives, the technology fades away and only the emotion remains.

You've got this. We're here if you need us.

[ PRINT THIS CHECKLIST ] or save to your phone for easy reference on the day.