SITE PLANNING

AV Setup and Cleanup Coordinator

The AV Setup and Cleanup Coordinator ensures before site prep starts that there will be people to do AV setup and clean up. Detailed instructions are provided, so little to no experience/background in AV or IT is required. Waiting until Site Preps starts to find set up people or during sessions or clean up time to find clean up people may result in the coordinator doing it all themselves.

- Find/name 1-2 people to attend Site Prep on Saturday who will set up and test out the system. Saturday setup allows time to get items to fix problems before sessions start. The Administrative Coordinator will be available to provide needed guidance. Detailed instructions are provided. Setup and testing would take 2 people about 2 hours.
- Find/name 2 people to do A/V pack up during Sunday cleanup. The Administrative Coordinator will be available to provide needed guidance. Detailed instructions are provided. Pack up would take 2 people less than 2 hours.

The A/V Setup/Cleanup Coordinator may or may not be one of these people doing setup and pack up. It would be best if the same team did setup and pack-up.