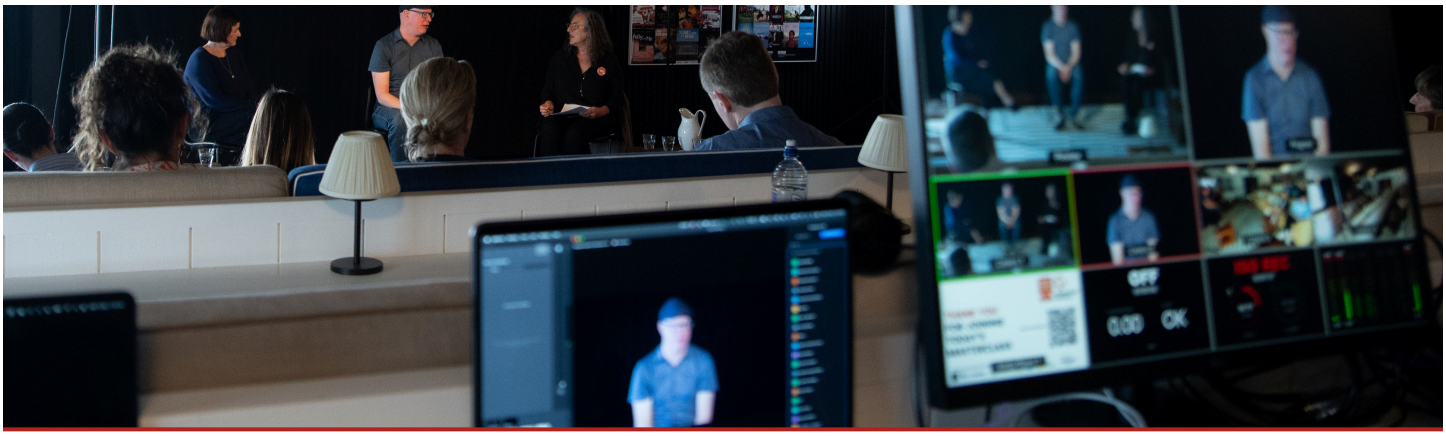


SCREENING TECH CHECK

It is crucial to make sure the sound and vision of your chosen film is working correctly before your screening.

We highly recommend that you go through a vision and sound check at least a week or a day prior at your venue and again a few hours before your guests arrive to allow time to fix any problems that may arise.

Visuals

When checking visuals, make sure you ask:

- Is the projector and/or laptop working with the film format provided? Test playing the film from beginning to end.
- Is the 'aspect ratio' correct so that the image displays correctly and is not skewed?
- Can everyone in the audience see the screen? Look at the screen from different positions.
- Are the digital holding slides (if you are having one) displaying correctly? Can everyone in the audience see and/or scan the QR code for the calls to action?
- Practice the transition between displaying the holding slide, dimming the lights and pressing play on the film so that you know how this will work on the night.

Lighting

- Who will dim the lights at the beginning of the film after event introductions, and who will turn the lights back on at the end of the film? Practice this before the event.
- Check the lighting at the venue - will your guests be able to see your guest speaker/s? Is the room dark enough for the documentary to be seen at the time of day you've booked the event?

Sound

- Play the film at various scenes - in the beginning, middle and end and all the way through if you have time.
- Can you understand what is being said? Is the sound clear and constant? Is the volume loud enough?
- Check different areas of the room to work out the best volume level for the audience.
- Are you using microphones for any introductions and/or guest speakers? If so, test each microphone before the event and make sure the speaker system is not feeding back.
- If you need help with the visual and sound check, please ask someone from the venue or from your team who can help you.