



Audio Visual Coordinator Roles and Responsibilities

The audio/visual coordinator oversees the requests/needs of any audio/visual for all areas of the convention.

Preparation and Collaboration:

- Works with the program coordinator, convention chairperson and district governor to determine the audio/visual needs of each session, banquet and meal event. Create a list for each one
- Laptop/projector placement needs
- Microphone needs (i.e. presenter, lavalier, handheld)
- How many cordless microphones are needed for audience participation
- Assign volunteers to each event
- Encourage Leos to play a role in supporting the audio/visual team

Tips for Day Before Event:

- Print out of schedule of events with room assignments and presenter/facilitator name(s).
- Hard copy and digital copy of presentation
- Review audio/visual needs for the next day
- Make sure to share corresponding updates with each team member assigned to each event

Tips for Day of Event:

- Arrive to event 30 minutes early to ensure requested equipment is set up and working
- Ensure the screen is easy to see from the audience (lighting may need to be adjusted)
- Introduce yourself to the audio/visual company or venue liaison so they know who to talk to
- Offer your speaker either a podium or lavalier microphone
- Check to make sure cordless microphones for audience participation is set up