

EVENT LIGHTING Checklist

LIGHTING LAYOUT

- ☐ Front/key light covers the entire stage evenly
- ☐ Fill light balanced across all speakers
- ☐ Backlight added for depth and separation
- ☐ Avoid harsh contrast, hot spots, or shadowed facial features

PANEL & PODIUM SETUP

- ☐ Place podiums and panel chairs 4–6 feet from the backdrop
- ☐ Provide dedicated, even lighting for the podium
- ☐ Ensure panel chairs are spaced so no speaker is blocked from side angles
- ☐ Keep the front of the stage clear of cables, cases, and monitors

SCREENS & PROJECTION

- ☐ Slightly dim screens to prevent glare
- ☐ Ensure LED colors do not spill onto speakers
- ☐ White screens wash out on camera; choose darker tones when possible
- ☐ Test lighting from the camera's perspective

PHOTOGRAPHY CONSIDERATIONS

- ☐ Check for even illumination across main stage during walk-through
- ☐ Verify balanced exposure from both center and side angles
- ☐ Confirm aisles and camera positions allow movement between angles
- ☐ Allow time in the schedule for a proper lighting check before doors open