

| Bucks Quarter Zoom Rig Checklist – Event: | | | Date: | |
|-------------------------------------------|----------|--------------------------------|------------------------------------------------------|------------|
| Arrive by: | | Sound Check: | Performance Start: | |
| <i>s</i> | <i>x</i> | <i>Description</i> | <i>Comment</i> | <i>Due</i> |
| | | Folding Table | | |
| | | Screen | | |
| | | Projector | | |
| | | Powered Speaker Set (x2) | | |
| | | Canon Camera Kit | | |
| | | Talent Mixer | USB “B” to USB “A” cord | |
| | | 4 Channel Mixer | ditto | |
| | | Wireless Mic Kit (2) | (4 wireless mics) | |
| | | Tripod | | |
| | | Microphone Stands | (With large 32 mm mic clips) | |
| | | Laptop | EOS Software, Zoom App | |
| | | Plastic Tote Tub | Use it to elevate projector | |
| | | Cell Phone | (if needed for Wi-Fi hotspot) | |
| | | Asstd. Cell Chargers | (for above) | |
| | | Wireless Audio TX/RX | 2 receivers, 1 transmitter | |
| | | Rubber Wedges | To level projector | |
| | | Rubber Mat | X3 for covering cables in walkways | |
| | | Gaffer Tape | | |
| | | Flashlight | | |
| | | Non-skid padding | | |
| | | Velcro Ties | For coiled cables and to secure cords to table legs) | |
| | | Headphones | | |
| | | | | |
| | | CABLES | | |
| | | 12’ 1/8 audio ext. | (Computer audio to screen speakers) | |
| | | 12’ AC Extension | (2) | |
| | | 2 wire to 3 wire adapter (3) | | |
| | | Power strip | Needed at computer table | |
| | | USB repeater extension | (2) | |
| | | USB extension | (2) | |
| | | ¼ to 1/8 adapter | If needed for headphones | |
| | | Camera Power Adapter | | |
| | | 6’ VGA Cable | | |
| | | Camera Power Adapter | | |
| | | Phone Charger Cords | | |
| | | ¼” patch cords x2 | For PA feed from talent mixer | |
| | | Adapter Kit | XLR-1/4”; ¼”-1/8” | |
| | | | | |
| | | Optionals and Reminders | | |
| | | Gaffer Tool set | | |
| | | Smartphone hotspot | | |
| | | AA batteries for mics | | |
| | | | | |
| | | | | |

S = Staged (Show quantity or ✓ if single item)
X = Packed and Loaded
O = Missing, must locate

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