

## Sound & Music Checklist

- Decide what sound effects will enhance a production**
- Determine how you are going to source those sounds & when they will come in**
- Adjust the volume that sound effects should effects should be played at**
- Create cue plans for all sound effects & music**
- Choose who is going to operate the sound effects & music**
  - Consider hiring a musician, DJ, sound designer, engineer (if the budget allows)
- Find suitable equipment to play sound effects and live music**
  - Do you need to rent/buy any equipment for the event?
  - Mics, mic stands, speakers, sound board, etc.
- Designate one tech to be responsible for the sound/music during the event**
- Create and share sound testing schedule prior to the event**