Audio Sound System Assessment Checklist

Use this form as a guide to help you assess what your specific sound equipment need is.

Current Problems *(check all of the items that apply):*

- ☐ Unclear speech/poor sound quality/muddled sound
- ☐ Feedback suppression and noise reduction are needed
- ☐ Sound is not audible
- ☐ Sound is piercing
- ☐ Sound is distorted
- ☐ Sound is too low or underpowered
- ☐ Instruments drown out soloists
- ☐ System is outdated or in need of repair
- ☐ System is outdated
- ☐ System cuts out
- ☐ Need a bigger system
- ☐ We are renovating a new space
- ☐ We are retrofitting an existing space
- ☐ System doesn't work with our other devices
- ☐ Operator issues (too complex)
- ☐ Other (please describe): _____

Audio/Lighting/AV Requirements *(check all of the items that apply):*

- ☐ Voice amplification
- ☐ Live music (organ, guitars, drums, harp, brass, strings)
- ☐ Background music
- ☐ A/V projection
- ☐ Computer integration
- ☐ Large screen TVs and surround sound systems
- ☐ LED lighting system
- ☐ Other (please describe): _____

Vocal Needs

List different vocal styles needed (choir, lectern, lapel mic, performing live, talk show):

_____

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Number that Require Mobility (microphone and/or headset): _____

Range of Instruments to be Amplified (1 acoustic guitar, 1 drum set, 1 choir):

_____

_____

_____

_____

Number of Inputs Needed: _____
(Take a careful count of how many separate mics or inputs need to be simultaneously connected to the system. It's very important to choose equipment that has the capacity to meet your needs so it's better to over-estimate here.)

List the devices that need to interface with the sound system (MP3 player, laptop, etc.)

_____

_____

_____

Room Description
This doesn't have to be specific measurements – just a general guideline to help describe the type of acoustical challenges & unique features in the room/s requiring amplification.

Room size (sq. ft.): _____

Seating Capacity: _____

Room Layout: _____

Loudspeaker Location: _____

Mixer Location: _____

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Other Considerations: _____

Travel/Remote Requirements: _____

Lighting Requirements: _____

Wiring/Installation Needed? _____

Do you require training?
Yes/No. Having the best quality equipment won't do much good without a trained operator to run and maintain it.

Notes:

_____

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