

Executive AV Readiness Checklist

25 critical checkpoints to evaluate whether your executive meeting environments are truly ready — before the next high-stakes meeting, board presentation, or leadership event.

Developed from 10+ years of enterprise AV experience supporting C-Suite and senior leadership at Fortune 100 financial institutions. Check each box as you verify it. Score tallies automatically. Score yourself at the end.

1 Room Infrastructure & Hardware

All AV equipment powered on and operational at least 30 minutes before meeting start

CRITICAL

Systems that boot cold under pressure are a leading cause of executive meeting failures.

Displays, projectors, and video walls show correct input with no signal errors

CRITICAL

Verify all zones — not just the primary screen.

Control system (Crestron, AMX, Extron) is responsive and all touch panels function correctly

CRITICAL

A frozen control panel means executives cannot manage the room independently.

All cable connections are secure — HDMI, DisplayPort, USB, and network drops

IMPORTANT

Loose connections cause more meeting failures than equipment faults.

Backup presentation cable or wireless adapter is available and tested

IMPORTANT

Every executive room should have a tested failover connection method.

2 Audio Quality & Microphone Coverage

All microphones active and picking up voice clearly at every seat position

CRITICAL

Walk the room and speak from every seat. Dead zones are common and unacceptable in executive spaces.

No echo, feedback, or background hum present in room audio

CRITICAL

Echo is the #1 audio complaint in executive meetings. Verify DSP settings are correct.

Speaker volume balanced — both near and far end can hear clearly

CRITICAL

Test with a remote participant before the meeting, not during it.

Wireless microphones have fresh batteries or are fully charged

IMPORTANT

Low battery warnings mid-meeting are entirely preventable. Establish a daily charging protocol.

3 Collaboration Platform Readiness

Room system (Teams Room, Zoom Room, Webex) is signed in, updated, and showing correct calendar

CRITICAL

Signed-out room systems are one of the most common executive meeting failure points.

One-touch join tested and confirmed functional for all scheduled meetings

CRITICAL

If one-touch join fails, executives should not have to manually dial in.

Camera framing correct — all participants visible in the video feed

IMPORTANT

Auto-framing cameras can drift. Verify before every high-visibility meeting.

Content sharing (wireless and wired) tested from at least two devices

IMPORTANT

Test with both Mac and PC if your environment uses both.

Firmware and app versions current — no pending updates that could trigger a restart

IMPORTANT

Never leave a room with a pending restart before an executive meeting.

4 Network & Connectivity

Wired network connection active and stable — not dependent on Wi-Fi for primary AV functions

CRITICAL

Executive rooms should always use wired Ethernet. Wi-Fi is a fallback, not a primary.

Bandwidth sufficient — no competing high-usage activities during the meeting window

IMPORTANT

Coordinate with IT for large all-hands or board meetings to reserve bandwidth.

Guest Wi-Fi credentials current and accessible for visiting executives or board members

STANDARD

Expired guest credentials at the wrong moment creates an immediate frustration point.

5 Escalation & Support Readiness

Designated AV support contact is reachable for the full duration of the meeting

CRITICAL

"Call the help desk" is not a support plan for C-Suite events.

Escalation path documented and all support staff know the chain of contact

IMPORTANT

Level 1 > Level 2 > vendor escalation. Everyone should know exactly who to call.

Open service tickets for this room communicated to all stakeholders before the meeting

IMPORTANT

No surprises. If the room has a known issue, the organizer should know before walking in.

Contingency room or dial-in fallback identified for mission-critical meetings

CRITICAL

Board meetings and investor calls require a backup plan. No exceptions.

6 Post-Meeting & Lifecycle Standards

Room returned to default state after every meeting — inputs reset, volume normalized, displays off

IMPORTANT

Non-standard room states cause the next meeting to start late.

Preventative maintenance schedule exists — firmware updates, cable inspections, cleaning

IMPORTANT

Reactive maintenance in executive spaces is never acceptable.

Room certification current — formally tested and documented within the last 90 days

STANDARD

If it isn't documented, it isn't managed.

YOUR TOTAL SCORE

Tally updates in Adobe Acrobat/Reader as you check boxes above.

0-14 = High Risk 15-20 = Needs Attention 21-25 = Meeting-Ready

How to Score Your Results

0-14

High Risk

Significant gaps. One missed item could cause a meeting failure. Immediate attention required.

15-20

Needs Attention

Foundational elements in place but gaps remain. Prioritize red-flagged items before your next event.

21-25

Meeting-Ready

Environment is well-managed. Focus on PM cadence and documentation to maintain this standard.

Not where you want to be? Let's fix that.

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