

BEFORE YOU APPROVE THE LIGHTING QUOTE

12 questions that help prevent missing scope, surprise fees and equipment that does not match the event.



Use this checklist before signing a production proposal.

Designed to support clearer conversations between planners, venues and production partners.

A strong quote should clearly connect equipment, labor and technical responsibilities to the actual event.

1 Room and audience

Is the lighting package sized for the venue, stage, guest count and camera requirements?

2 Complete coverage

Does it address presenters, stage, room, decor, scenic elements, entrances and audience areas?

3 Control system

Is an appropriate console included, along with networking, data distribution and necessary accessories?

4 Programming time

Are programming, cue building, rehearsal and last-minute content changes included in the schedule?

5 Qualified operation

Who will operate the show, and is that person included for rehearsal, show time and overtime?

6 Labor breakdown

Are load-in, fixture prep, focus, show call, strike and minimum labor calls clearly separated?

7 Power and data

Are electrical distribution, cabling, DMX or network paths and venue power requirements included?

8 Rigging and access

Are rigging points, lifts, permits, venue approvals and required house labor accounted for?

9 Atmospherics

Are haze or atmospheric effects permitted by the venue, and are detectors or fire-watch costs addressed?

10 Logistics

Are delivery, trucking, travel, lodging, parking, meals, taxes, venue fees, service charges and contingency included?

11 Overtime and changes

When does overtime begin, what are the rates, and how are schedule or scope changes approved?

12 Exclusions and backup

What is specifically not included, and what is the plan for spares, failures or replacement equipment?

THE BEST VALUE IS NOT ALWAYS THE LOWEST QUOTE.

The goal is the right scope for the room, schedule and experience - with responsibilities clearly defined before show week. A larger package is not automatically a better design.

General planning guidance only. Engineering, electrical, rigging and life-safety approvals remain with the qualified providers responsible for those systems.

NEED A SECOND SET OF EYES?

Send the proposal for an independent lighting review.

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