# Production kit list

Kit by department, power and weight totals, cable schedule

VIRTUAL STUDIO EVENTS

Event

Venue

Load-in date

Prepared by

Version

Circuit available (A)

## Kit list

One line per item or set. Enter power and weight as line totals.

| Department | Qty | Item | Supplier | Owner | Power W | Weight kg | Case | Status | Notes |
|---|---|---|---|---|---|---|---|---|---|
| *Cameras* | *3* | *Broadcast camera, 20x lens, tripod and head* | *Hire: Lakeside Cameras* | *A. Reyes* | *360* | *66* | *Case 4-6* | *Confirmed* | *Cam 3 on riser* |
| *Vision* | *1* | *12-input production switcher and control panel* | *Own* | *T. Marsh* | *180* | *14* | *Case 9* | *Packed* | *Spare PSU in case* |
| *Audio* | *1* | *32-channel digital mixer and stage box* | *Hire: Harbour Audio* | *J. Okafor* | *250* | *28* | *Case 11* | *Confirmed* | *Dante to gallery* |
| *Streaming and IT* | *2* | *Hardware encoder with bonded cellular* | *Own* | *S. Kaur* | *150* | *6* | *Case 14* | *Packed* | *Four SIMs, mixed networks* |
| *Comms* | *1* | *8-channel wired partyline with 6 beltpacks* | *Own* | *D. Hale* | *90* | *12* | *Case 15* | *On site* | *Spare headsets x2* |
| *Spares and consumables* | *1* | *Gaffer tape, labels, cable ties, batteries* | *Own* | *T. Marsh* | *0* | *8* | *Case 20* | *Packed* | *Restock after show* |
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| **Total** | | | | | **Σ** | **Σ** | | | |

## Cable schedule

One line per run. Label both ends of every cable to match the Run column.

| Run | From | To | Type | Length m | Qty | Notes |
|---|---|---|---|---|---|---|
| *V-01* | *Cam 1, FOH* | *Gallery router in 1* | *SDI, 3G rated* | *60* | *1* | *Along north wall* |

Watermarked preview. Get the clean file free at www.virtualstudio.events/tech-kit-list-template.html

| Run | From | To | Type | Length m | Qty | Notes |
|---|---|---|---|---|---|---|
| *V-02* | *Cam 2, stage left* | *Gallery router in 2* | *SDI, 3G rated* | *45* | *1* | *Cable ramp at fire door* |
| *A-01* | *Stage box* | *Gallery mixer* | *Cat6, shielded* | *70* | *1* | *Dante primary* |
| *N-01* | *Venue wall port 14* | *Encoder 1* | *Cat6* | *15* | *1* | *Dedicated stream line* |
| *P-01* | *Distribution board* | *Gallery rack* | *16 A to 13 A, 3-way* | *25* | *2* | *Gallery circuit only* |
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| **Total** | | | | **Σ** | **Σ** | |

**How to use this**

- Fill in the header fields first; the circuit available figure is what the venue has told you in writing.
- Enter power and weight as line totals, not per unit, so the totals row is right.
- Sort by Department to give each head of department their own list.
- Update Status as kit moves: Packed, On site, Returned. Chase anything marked Missing.
- Name each cable run to match its label, and carry a spare of every length.
- Keep a copy at the gallery and one with the production manager.

Watermarked preview. Get the clean file free at www.virtualstudio.events/tech-kit-list-template.html