

Video West Production Schedule - General Info

Show Name	AZDA WRDE Virtual Event		
Show Number	197274		
Client	AZDA		
Main Contact	Shana Abrahams		
Event Location	Video West Demo Rm. (Virtual)		
Event Address	1050 N. 52nd Street, Phoenix, AZ		
Meeting Overview	Live Zoom stream hosting & monitoring plus remote stream studio.		
Dresscode/Notes	Casual for setup/strike - show blacks for main event		
Prod Sched Version	1.00		
Prod Sched Date	March 25, 2020		
Event Load-in Date	March 25, 2020		
Event Strike Date	April 4, 2020		
Video West Inc	1050 N. 52nd Street, Phoenix, AZ 85022		Main (480) 222-3180
Position	Name	Phone	Email
Account Executive	Troy Peters, CTS	360-510-7336	troyeters@videowestinc.com
Project Manager	Matthew Herrera	575-635-0301	matthewherrera@videowestinc.com
IT Lead	Craig Reilly	480-206-557	craigreilly@videowestinc.com
AZDA	3193 N Drinkwater Blvd., Scottsdale, AZ 85251		480-344-5777
Name	Department/Position	Onsite Phone	Email
Shana Abrahams	Mgr of Mtgs & Edu.	602-696-6796	shana@azda.org
Corbin Mckim	IT Support		corbin@azda.org

Video West Production Schedule - Day by Day

Wednesday, March 25, 2020			Load-In
8:00 AM	4:00 PM	VW Demo Room	Build LED Wall & Set Zoom Laptops
2:00 PM	6:00 PM		Send out Presenter Emails
Thursday, March 26, 2020			Build-Out
8:00 AM	4:00 PM	VW Demo Room	Setup and Test Audio / Live Stream
8:00 AM	4:00 PM	VW Demo Room	Setup and Test Video Signals - LED Wall / Cameras
Friday, March 27, 2020			Tech Rehearsal
8:00 AM	4:00 PM	VW Demo Room	Test all Systems
Saturday, March 28, 2020			Dark Day
Sunday, March 29, 2020			Dark Day
Monday, March 30, 2020			Rehearsals & Presenter Coaching
7:00 AM	8:00 AM	VW Demo Room	Final Check of Stream and All Systems
8:00 AM	4:00 PM	VW Demo Room	Rehearsals & Presenter Coaching
10:30 AM	11:30 AM	VW Demo Room	Virtual Tour - NRECA Walk Thru - Mike Burke Only
Tuesday, March 31, 2020			Rehearsals & Presenter Coaching
7:00 AM	8:00 AM	VW Demo Room	Check Streams and All Systems
8:00 AM	4:00 PM	VW Demo Room	Rehearsals & Presenter Coaching
11:00 AM	12:00 PM	VW Demo Room	Virtual Tour - NRECA Walk Thru - Full Team
Wednesday, April 1, 2020			Rehearsals & Tech Run-through / Final Checks
7:00 AM	8:00 AM	VW Demo Room	Check Streams and All Systems
8:00 AM	4:00 PM	VW Demo Room	Rehearsals & Presenter Coaching

Thursday, April 2, 2020			Show Day One
7:00 AM	8:00 AM	VW Demo Room	Check Streams and Systems
8:00 AM	5:00 PM	VW Demo Room	Live Zoom Hosting
10:00 AM	11:00 AM	VW Demo Room	In-Person Tour - World at Work
Friday, April 3, 2020			Show Day Two
7:00 AM	8:00 AM	VW Demo Room	Check Streams and Systems
8:00 AM	5:00 PM	VW Demo Room	Live Zoom Hosting
10:00 AM	11:00 AM	VW Demo Room	In-Person Tour - Tempe Chamber of Commerce
Saturday, April 4, 2020			Show Day Three
7:00 AM	8:00 AM	VW Demo Room	Check Streams and Systems
8:00 AM	5:00 PM	VW Demo Room	Live Zoom Hosting
Sunday, April 5, 2020			Dark Day
Monday, April 6, 2020			Strike & Post Production