PREPARED FOR

Client or event name, and who filled this in

AV QUOTE COMPARISON · WORKSHEET

Compare AV quotes side by side.

AV quotes for the same event often land far apart, usually because each company priced a slightly different event. Fill in one column for each quote. Every blank square is a question to send back to that company before you decide.

EVENT

DATE

VENUE AND ROOM

What to compare	Quote A Company	Quote B Company	Quote C Company
Hours on site (set-up to take-down)			
People on site, and their roles			
Microphones (wireless and wired)			
Screens, sizes and projectors			
Lighting			
Backup equipment			
Livestream or recording			
Venue charges included or separate			
Transportation			
Overtime rate and when it starts			
Total, before tax			

Where quotes usually differ

- **Hours.** Set-up the day before, or everything on the day.
- **People.** A technician per position, or one person for all.
- **Equipment.** Four microphones or eight; the screen size.
- **Backup.** Spare microphones and playback, or none.
- **Venue charges.** Power and rigging in, or billed later.

Send every company the same brief

- Date, venue, room, and set-up and take-down times.
- How many guests, and how the room will be set.
- The program: speakers, any panel, any performers.
- What goes on screen; anything streamed or recorded.
- A budget range, if you are comfortable sharing it.

Still far apart once the squares are filled in? Ask each company to talk you through its number. The higher quote should explain what the difference buys you; the lower one should say what is not included. We are also glad to look over any quote with you, at no charge.