

NO STRESS ZONE ENTERTAINMENT

CORPORATE EVENT OPERATOR RESOURCE

PROCESS TOOL

Multi Vendor Coordination Playbook

How DJ, AV, emcee, and lighting actually sync on show day

PAGES

10

COMPLETE IN

45 MIN

nostresszoneent.com

Built by DJ Reese | Corporate Event Operator

Why Coordination Fails

Corporate events run 4 to 6 vendors on average. DJ or music operator. AV team. Emcee. Lighting. Video crew. Photography. Each vendor has their own job. Coordination is where events die.

The gap between a synced event and a choppy one is not talent. It is one lead operator owning coordination end to end.

Assign the lead operator role in writing. Usually the DJ by default because they touch every transition. Write this role into every contract.

Vendor Roles at a Corporate Event

ROLE	RESPONSIBILITY	LEAD OPERATOR TOUCHPOINT
DJ or Music Operator	Program music, transitions, energy	Owns coordination
AV Team	Sound, video, projection, PA	Coordinates cues
Emcee	Speaking, mic moments, timing	Coordinates handoffs
Lighting	Ambient and cue based lighting	Follows music BPM
Video Crew	Live video, playback, mixing	Audio bed handoff
Photography	Capture program moments	Advance warning of peaks

Pre Show Coordination Meeting

Schedule 60 minutes 48 hours before show day. All vendor leads present. Walk through the run of show. Confirm every cue handoff. Assign backup contact per vendor.

Agenda

- ☐ Introductions and role confirmation.
- ☐ Master run of show review section by section.
- ☐ Cue handoff walkthrough for every transition.
- ☐ Backup communication protocol confirmed.
- ☐ Emergency scenario tabletops (mic fail, power fail, speaker runs long).
- ☐ Load in and strike timing confirmed.
- ☐ Post show debrief scheduled.

Master Cue Sheet Template

Every transition gets a cue sheet row.

TIME	MOMENT	TRIGGER	RECEIVER	CUE SIGNAL	BACKUP

Show Day Communication Protocol

- ☐ Every lead operator on a headset. Same channel. Same brand and model where possible.
- ☐ One dedicated coordination channel. No side conversations on the channel.
- ☐ Lead operator moderates all channel traffic.
- ☐ Text message as secondary channel if headset fails.
- ☐ Pre agreed physical hand signals at pre agreed locations as tertiary backup.
- ☐ Every vendor lead confirms comms working 60 minutes pre doors.
- ☐ Comms test with all channels active before doors open.

Handoff Playbooks

Emcee to DJ handoff

Emcee signals with lifted hand or verbal cue. DJ acknowledges with headphone tap or thumbs up. Music cue executes within 3 seconds.

AV to DJ handoff

AV lead confirms video cue timing 30 seconds before playback. DJ preps music transition. Both execute simultaneously on countdown from AV.

Lighting to DJ handoff

Lighting cues follow music transitions, not the other way around. Coordinate BPM and cue timing 15 minutes before session start.

Video to DJ handoff

Video playback needs audio bed from DJ. Confirm audio routing 30 minutes before video plays. Test playback in rehearsal.

Photography to DJ handoff

Photographer needs advance warning of program peaks. DJ signals reception peak, awards ceremony, key transitions 60 seconds ahead via headset.

Vendor Contact Sheet

ROLE	LEAD NAME	PHONE	BACKUP	BACKUP PHONE
Lead Operator				
DJ / Music				
AV Lead				
Emcee				
Lighting				
Video Crew				
Photography				
Venue Contact				
Event Lead				

Emergency Scenario Playbook

Primary headset fails

Vendor switches to backup headset within 60 seconds. If both fail secondary channel is text to lead operator. Physical meetup at pre agreed location as last resort.

Speaker runs 10 plus minutes over

Lead operator alerts all vendors via channel. Downstream vendors compress transitions. Reception vendors extend arrival buffer. Emcee coordinates wind down cue.

Video playback fails mid session

DJ picks up audio bed within 5 seconds. Emcee ad libs while AV troubleshoots. Video attempts second playback. If still fails skip to next agenda item.

Power failure

Battery powered PA on standby for key moments. All vendors switch to backup power circuits. Venue notified for main power restoration.

Post Show Vendor Debrief

All vendors join 30 minute debrief within 5 business days. What worked. What did not. What to change next event. Lead operator produces summary document.

- ☐ Coordination meeting outcomes reviewed.
- ☐ Missed cues documented with root cause.
- ☐ Handoff protocol changes proposed.
- ☐ Vendor rebooking status confirmed.
- ☐ Written summary sent to all attendees within 2 days.

**Every No Stress Zone Entertainment booking includes lead operator role by default.
Visit nostresszoneent.com to book coordination that works.**