

Dance-a-Thon Music & Equipment Checklist

Who brings what, and is it tested? Mark own, borrow or rent for each item, and check it off at the sound check.

DJ or music lead: _____ Phone: _____ Sound check time: _____

Music and playlist

Task	Owner	Done
Songs needed: dancing minutes ÷ average song length, plus spares		☐
Clean or radio edits only; lyrics reviewed for your age group		☐
Second review by another adult		☐
Playlist saved offline on the main and backup devices		☐
Song-request rules decided (who approves, how)		☐
Slower songs or cool-down set for the end		☐
Public-performance licensing question answered by the district or venue		☐

Equipment

Item	Own	Borrow	Rent	Who brings it	Tested	Packed out	Qty
Speakers and stands	☐	☐	☐		☐	☐	
Mixer or powered PA	☐	☐	☐		☐	☐	
Playback device (laptop, tablet or phone)	☐	☐	☐		☐	☐	
Backup playback device	☐	☐	☐		☐	☐	
Audio cables and adapters, all tested	☐	☐	☐		☐	☐	
Wireless microphone and spare batteries	☐	☐	☐		☐	☐	
Wired backup microphone	☐	☐	☐		☐	☐	
Extension cords (rated for the load)	☐	☐	☐		☐	☐	
Power strips	☐	☐	☐		☐	☐	
Gaffer tape and cable covers	☐	☐	☐		☐	☐	
Sound level meter or app (an estimate only)	☐	☐	☐		☐	☐	
Ear protection	☐	☐	☐		☐	☐	
Lighting (strobe only if decided and announced)	☐	☐	☐		☐	☐	
Glow supplies (if used)	☐	☐	☐		☐	☐	
Timer or large clock for the DJ	☐	☐	☐		☐	☐	
DJ table and covering	☐	☐	☐		☐	☐	
Signs for the DJ booth and sponsor banner	☐	☐	☐		☐	☐	

Sound plan

Who watches the volume: _____ Volume-down signal: _____

Quiet zone location: _____ Ear protection kept at: _____

Sound level apps give an estimate, not a measurement. Follow your school, district or venue guidance on sound levels.