

AV and Run Sheet Tabs

Last Modified on 05/30/2022 7:02 pm EDT

The AV Tab

Once you create a new Function, the AV Tab becomes available. The selection of AV items you created in [Function Setup](#) can be assigned to this specific function from this tab.

These AV items are then associated with the specified function and will become available on Run Sheets and Speaker Program details.

The Run Sheet Tab

Run Sheets are associated with the Project Management area of EventsAir. You can map out your master plan with the integrated Project Management system, allowing you and your team to stay completely organized with tasks, dates, and deadlines, and keep track of how the event is progressing.

Run Sheets are an extension of the Project Management system, providing both online and printed schedules of each hour of your event. No more dealing with spreadsheets and reams of paper in a notebook!

The EventsAir Run Sheet can be viewed on a tablet/PC or printed, and lists the tasks allocated to team members, showing exactly what needs to be done, where and when. As tasks get completed, they get checked off and the Run Sheet updates instantly. The Run Sheet appears in your Mobile Organizer App (which you can access on any computer or mobile device), so you can monitor exactly what has or hasn't been done, in real time.

For more information on setting up and integrating functions within your Agendas and Run Sheets, click on the following links:

- [Projects](#)
 - [Run Sheets](#)
-