

# Communication Readiness Checklist

A leadership diagnostic to complete before the equipment list.

COMMUNICATION

ARCHITECTURE

CONTENT

OPERATIONS

Provost Studio designs environments where architecture, production, technology, brand, and human communication operate as one system.

# Complete it together—not by department.

Ask communication, brand, facilities, architecture, IT, AV, security, production, and operations leaders to score each statement from 1 (not defined) to 5 (aligned and documented). Any score below 4 is a planning conversation that should happen before procurement.

## AUDIENCE

**We can name the audiences in the room, live, and after the moment.**

|   |   |   |   |   |                            |
|---|---|---|---|---|----------------------------|
| 1 | 2 | 3 | 4 | 5 | Owner / next action: _____ |
|---|---|---|---|---|----------------------------|

## PURPOSE

**We agree on what the environment must help the organization accomplish.**

|   |   |   |   |   |                            |
|---|---|---|---|---|----------------------------|
| 1 | 2 | 3 | 4 | 5 | Owner / next action: _____ |
|---|---|---|---|---|----------------------------|

## FORMATS

**We have prioritized recurring content and event formats.**

|   |   |   |   |   |                            |
|---|---|---|---|---|----------------------------|
| 1 | 2 | 3 | 4 | 5 | Owner / next action: _____ |
|---|---|---|---|---|----------------------------|

## CADENCE

**We know how frequently each format must be produced.**

|   |   |   |   |   |                            |
|---|---|---|---|---|----------------------------|
| 1 | 2 | 3 | 4 | 5 | Owner / next action: _____ |
|---|---|---|---|---|----------------------------|

## OPERATION

**We have identified owners, operators, support, and approval workflows.**

|   |   |   |   |   |                            |
|---|---|---|---|---|----------------------------|
| 1 | 2 | 3 | 4 | 5 | Owner / next action: _____ |
|---|---|---|---|---|----------------------------|

## ARCHITECTURE

**We have tested sightlines, depth, light, acoustics, movement, and accessibility.**

|   |   |   |   |   |                            |
|---|---|---|---|---|----------------------------|
| 1 | 2 | 3 | 4 | 5 | Owner / next action: _____ |
|---|---|---|---|---|----------------------------|

**INFRASTRUCTURE**

**We have coordinated structure, power, data, cooling, control, security, and service.**

|   |   |   |   |   |                            |
|---|---|---|---|---|----------------------------|
| 1 | 2 | 3 | 4 | 5 | Owner / next action: _____ |
|---|---|---|---|---|----------------------------|

**FUTURE STATE**

**We have a phased roadmap that avoids expensive dead ends.**

|   |   |   |   |   |                            |
|---|---|---|---|---|----------------------------|
| 1 | 2 | 3 | 4 | 5 | Owner / next action: _____ |
|---|---|---|---|---|----------------------------|

**MEASUREMENT**

**We know how utilization, speed, reliability, reach, reuse, and confidence will be measured.**

|   |   |   |   |   |                            |
|---|---|---|---|---|----------------------------|
| 1 | 2 | 3 | 4 | 5 | Owner / next action: _____ |
|---|---|---|---|---|----------------------------|

# Readiness is alignment—not certainty.

|                                                                                                                                                                  |                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>36–45 / Ready to coordinate</b></p> <p>The mandate is strong enough to guide programming and early design. Document assumptions and begin prototyping.</p> | <p><b>27–35 / Resolve the gaps</b></p> <p>The project has momentum, but important cross-functional decisions remain. Schedule a focused alignment phase.</p> |
| <p><b>18–26 / Reframe the brief</b></p> <p>The current project may be organized around a room or equipment list rather than a communication capability.</p>      | <p><b>Below 18 / Start with strategy</b></p> <p>Pause procurement. Define audiences, purpose, formats, ownership, and the future-state system first.</p>     |

Provost Studio can facilitate a communication-readiness workshop and translate the result into an architectural and operational brief.