

In-Room / Multi-Lot Auction Setup Checklist

A practical pack, setup and pre-auction checklist for hardware, software, internet, presentation and live streaming.



AUCTION / EVENT

VENUE

DATE

TEAM LEAD

RECOMMENDED SETUP AT A GLANCE

Give each critical job a clear device and connection.

01

Scribing

Record bids, bidder numbers and auction activity in Auctions Live.

02

Presentation

Run the Auctions Live presentation on the venue screen or projector.

03

Live Streaming

Run Stream Studio or OBS with the camera, audio and internet connection.

BEFORE LEAVING THE OFFICE

Pack the essentials

Computers & Power

- ☐ Scribing laptop
- ☐ Presentation laptop (or combined scribing / presentation laptop)
- ☐ Streaming laptop
- ☐ Spare laptop where available
- ☐ Laptop charger for every laptop
- ☐ Power boards and extension leads
- ☐ Wireless keyboard / mouse and spare batteries if used

Display & Cables

- ☐ HDMI cable and a spare HDMI cable
- ☐ Long HDMI cable if the venue requires it
- ☐ USB-C to HDMI adaptor where required
- ☐ Correct display adaptor for the venue screen or projector
- ☐ USB extension / active booster if required for a long camera run
- ☐ Gaffer tape, Velcro ties or cable covers

Streaming & Audio

- ☐ 1080p webcam
- ☐ Stable tripod and webcam mount
- ☐ Webcam USB cable
- ☐ Microphone, venue audio feed or required audio interface

Internet & Backup

- ☐ Ethernet cable and spare Ethernet cable
- ☐ USB-C to Ethernet adaptor where required
- ☐ Portable router / access point if required
- ☐ 4G / 5G backup connection or hotspot

Venue Setup & Testing

Connect the room, test each system and confirm the auction is ready before bidders arrive.

30+

Arrive early and test the actual room.

Do not wait until immediately before the auction. Allow time to fix internet, display, camera, audio or cable issues.

Internet & Network

- ☐ Connect the streaming laptop by Ethernet where available
- ☐ Test the internet connection and upload performance
- ☐ Confirm the connection is stable, not just fast
- ☐ Test venue Wi-Fi only if it will be used
- ☐ Test the backup 4G / 5G connection
- ☐ Confirm other Auctions Live devices can access the internet

Presentation

- ☐ Connect the presentation laptop to the venue screen / projector
- ☐ Confirm the correct screen is displaying
- ☐ Confirm the presentation fills the display correctly
- ☐ Confirm the auction order
- ☐ Test presentation navigation
- ☐ Test wireless mouse / keyboard if used

Scribing

- ☐ Log in to Auctions Live
- ☐ Open the correct auction event
- ☐ Confirm properties / lots are correct
- ☐ Check bidder registrations
- ☐ Confirm the scribing interface operates correctly
- ☐ Connect the laptop to power

Streaming & Audio

- ☐ Mount the webcam and check framing
- ☐ Confirm the auctioneer position is clearly visible
- ☐ Check camera focus and room lighting
- ☐ Check microphone / audio source and levels
- ☐ Confirm Stream Studio or OBS is ready
- ☐ Complete a final stream test where appropriate

Using one laptop for scribing + presentation?

Use extended display mode so the audience sees the presentation while the operator continues to scribe on the laptop screen.

[Windows display guide >](#)

[Mac display guide >](#)

Final 30-60 minute check

Complete this before the auction starts.

- | | |
|--|---|
| ☐ All laptops connected to power | ☐ Bidder registrations checked |
| ☐ Main internet connection stable | ☐ Camera framing checked |
| ☐ Backup internet ready | ☐ Audio working and levels checked |
| ☐ Presentation visible and displaying correctly | ☐ Stream Studio / OBS ready |
| ☐ Auctions Live account logged in | ☐ Cables and tripod secured |
| ☐ Auction order confirmed | ☐ Notifications and automatic updates paused |

Recommended Display Settings

Set device scaling and browser zoom before the auction so every screen displays consistently.

100%

The aim is simple - no surprises once the auction starts.

Before the auction begins, confirm that all devices are set to 100% display scaling / zoom at both the operating system level and in the web browser.

DISPLAY CHECKS

Confirm these settings before the auction

☐ Device Display

Confirm the computer operating system display scaling / zoom is set to 100%.

☐ Web Browser

Confirm the browser zoom is set to 100% before opening the auction screens.

☐ Digital In-Room Presentation

Open the presentation on the venue display and confirm all information fits and displays correctly.

☐ Scribing Screen

Open the scribing interface and confirm buttons, bidder information and auction controls are clearly visible.

Browser zoom shortcuts

Use these shortcuts to quickly check or reset browser zoom.

Ctrl +

Zoom in

Ctrl -

Zoom out

Ctrl + 0

Reset to 100%

Mac users: use Command in place of Ctrl for the equivalent browser shortcuts.

Why 100% matters

Setting everything to 100% helps ensure the Auctions Live interface, Digital In-Room Presentation and scribing screens display consistently. It also reduces the risk of buttons, information or page elements appearing incorrectly during the auction.

FINAL DISPLAY CHECK

Device scaling 100% | Browser zoom 100% | Presentation checked | Scribing checked

Quick Technical Pointers

Small checks that can prevent common computer, browser, security and venue issues on auction day.

Before the event, give each computer a quick health check.

These pointers do not replace your normal IT or security policies. They are simple checks to help reduce avoidable interruptions during a live auction.

Computer & Browser

- Install operating system updates before auction day, restart the computer, then avoid updates during the event.
- Use a current version of Google Chrome or Microsoft Edge.
- Close unused apps and browser tabs, and disable sleep / screen saver for the event.

Security & Permissions

- Confirm firewall or internet-security software is not blocking Auctions Live or streaming.
- Check browser camera and microphone permissions.
- If something is blocked, contact IT rather than simply turning off security protection.

Internet Best Practice

- Use Ethernet for the streaming laptop wherever possible.
- Do not rely on venue Wi-Fi without testing it first.
- Keep a tested 4G / 5G backup ready; a stable connection matters more than headline speed.

Room & Cable Safety

- Confirm HDMI, power and Ethernet routes before attendees enter.
- Secure cables away from walkways with suitable tape or cable covers.
- Keep spare cables and adaptors where they can be reached quickly.

EMERGENCY KIT

Keep a spare HDMI cable, Ethernet cable, USB-C adaptor, batteries and backup internet device together in a small labelled kit that can be reached immediately.

Final sign-off

- | | |
|---|--|
| ☐ Room screen / projector ready | ☐ Auction order confirmed |
| ☐ Scribing laptop ready | ☐ Bidder registrations checked |
| ☐ Streaming laptop ready | ☐ All devices connected to power |
| ☐ Internet and backup connection ready | ☐ Cables secured |
| ☐ Camera and audio ready | ☐ Team knows who is operating each device |

Event notes / issues to follow up

REMEMBER

Every venue is different. Test the actual internet, screen, audio, power and cable runs before the auction whenever possible.