

Master Event Checklist

Facility-Indoor

1. Useable Square Footage
2. Location of Loading Dock and Hours
3. Lighting Controls/ Power Availability/ Supplemental Power
4. Facility Contact
5. Space Capacity
6. Floor Plan/ room dimensions, ceiling height, HVAC system, smoking/non, exits, entrances
7. Water Source Available
8. On/ Offsite catering
9. Kosher Facility?
10. Disability access
11. Green Room
12. Kitchen Facility-available equipment, location, size
13. Available Storage
14. Available Staging
15. Lost & Found- Items- children
16. Signage- traffic control
17. Décor Rental available
18. Adult to child ratio
19. Liquor licenses
20. Trash disposal-dumpsters, recycle, portable restrooms
21. Ingress and egress
22. Union house
23. Dressing rooms
24. Parking-size, location (guest), location (staff)
25. Valet service
26. Coat Check service
27. Overnight accommodations
28. Room dividers

29. In-house support
30. Décor restrictions
31. Set up/ breakdown hours
32. Contract development
 - Deposit requirement
 - Contract
 - Raid date
33. Pre con meeting
34. In house A.V. equipment list

Facility- Outdoor

1. Water Source
2. Power Supply
3. Type and sizes of tents
4. Facility contact person
5. Emergency contact
6. Site survey
7. Water source location- pressure, is meter required
8. On/Off site catering
9. Kosher caterer available
10. Disability access
11. Size & surface of area
12. Required permits and licenses
13. Height restrictions for tents
14. Set up hours/ breakdown
15. Parking facility- spaces available
16. Parking charges
17. Parking staff/ directors
18. Digging restrictions and contact
19. Inclement weather plan
20. Restrictions/ requirements

21. Security/ police requirements
22. Noise/ curfew restrictions
23. Can stakes be driven into surface for tents and fencing
24. Flooring
25. In-house rentals
26. Staging for entertainment

Security

1. Type of Security
 - Armed/ Unarmed
 - Plain Clothes/ Uniformed
2. Number of Security Checkpoints/ Roaming
3. Consumption of Alcoholic Beverages
4. Dogs
5. Roaming
6. Communication
7. Closed Circuit Surveillance
8. Security Booth/ Checkpoint
9. Metal Detectors
10. ID for staff and delivery personnel
11. License Plates of Delivery Vehicles
12. Security Clearance for all staff
13. Computer and phone line for security rechecks
14. Signage
15. Emergency Evacuation Plan
16. Emergency Access for Vehicles
17. Lost Items Area

Parking

1. Define Parking for Staff, Trucks, Rigs, Trailers
2. Define Parking for Guests

3. Define Traffic Patterns
4. Valet & Staff, shuttle for staff to event
5. VIP Parking
6. Valet Parking
7. Off Site Parking/ Location and Access/ Sufficient Lighting & Security
8. Guest Drop off point/ ground conditions
9. Traffic/ Valet attendants with flashlights and florescent vests
10. Valet Parking tags/ valet station (tented)
11. Parking cones
12. Site inspection of parking area and road/ i.e. pot holes, rocks
13. Pipe and drape for utility vehicles. Behind stage
14. Fire lanes

Transportation

1. Type and number of vehicles
2. Driver Instructions/ Exact Routes
3. Signage- Route & Location
4. Emergency Routes and alternate routes
5. Continuous bussing or shuttle- bus # according to passengers & distance
6. Communication
7. Lighting @ entrance and exit
8. Handicapped Transportation
9. Ground conditions (inclement weather)
10. Platforms or steps for guests stepping on or off buses
11. Marquee or covered entrance for guests
12. Guide/ host on bus
13. Additional VIP Transportation
14. Golf Carts
15. Transportation for entertainment
16. Transportation for high end entertainment- helicopter/ limo
17. Boating transportation- high & low

18. Valet
19. Signage for staff transport
20. Luxury Motor Coaches

Restroom Facilities

1. Permanent or Convenience
2. Location and Number of Units
3. Supplies
 - Port-a-Johns (1 per 50 guests)
 - Lighted
 - Wash basins
 - Handicap Units
 - Unisex
 - Tented
 - Staffed
 - Floor plan

Special Services

1. Special Trash Pick-up
2. Lift Operators
3. Handicap Needs
4. Plastic trash cans with liners
5. Emergency services
6. Dumpsters (permits?)
7. Set up tent for catering and entertainment
8. Special needs for hearing impaired
9. Lift operators for signage, staging, etc.
10. Citronella candles/ bug deterrents
11. Water truck
12. Guide Wires
13. Recycling
14. Translation services

Signage

1. Alpha Signs for Registration
2. No Smoking
3. Restrooms
4. Directional Signage
5. Designated load in and load out areas
6. Registration (Alpha signage)
7. Designated smoking area
8. Schedule of events (timeline)
9. Reserved areas (seating, etc.)
10. Banners (following logo guidelines)
11. Emergency Information
12. Transportation (directions, etc.) (Bus numbers, hotels)
13. Exit signs/ fire extinguishers
14. Menus
15. Nametags

Décor

1. Entrance
 - What kind
 - Flooring/ carpeting
 - Dimensions
 - Staffing/ costumes
 - Colors
 - Covered
 - Flags/banners
 - Plants/ floral/ signage
 - Seat assignments
 - Ambient support (lighting, smoke)
2. Defined theme
3. Stage
4. Budget
 - Defined Theme
 - Responsibilities (vendor, client, production teams)
 - Set up/strike

5. Reception Tent

- Bars
- Buffet
- Passed hors d'oeuvres
- Ceiling décor
- Balloons, centerpieces, linens (length, overlays)
- Kinds of tables
- Wrap poles
- Entertainment (staging/skirting/ hard or soft stage)

6. Main Tent

- Fire retardant fabric/ draping/ walls & ceiling
- Lighting-uplights/ pinspots
- AC/ heating
- Chair covers, linens, centerpieces
- Special Effects
- Table numbers
- Candles
- Napkins
- Water
- Ice sculptures
- Give-aways
- Place cards/ menus
- Scrim
- Pipe & drape
- Registration Desk

Site Plan

1. Conceptual
2. CAD Drawing of tables, staging, etc.
3. CAD Drawing of lighting and technical plan
4. Provided by who
5. Site/ evacuation plans
6. Renderings
7. Faxed to appropriate people

Staff

1. Host/ hostesses
2. Directions

3. Registration
4. Food & Beverage (servers/ clearers, bartender ratios)
5. General maintenance (electrician, restroom attendant, etc.)
6. Technical Director (sound, lighting, etc.)
7. Site Manager (Parking, grounds, tents)
8. Security/ loss prevention (EMS, Police, Fire)
9. Entertainment (dressing room attendant, runner)
10. VIP Coordinator (client attendant)
11. Models, Demonstrators
12. Transportation Lead
 - a. Issues related to all staff:
 - Training/ pre-event and day of show briefings
 - Uniforms appropriate/ name-tags & credentials
 - Evaluation specific language needs/ sign language
 - Check staff licensing needed by staff
 - Breaks, floaters or no show contingency
 - Site Plan-station arrangements
 - Staff assembly/ break area
 - Schedule checkin/ checkout
 - Check Vendors staff and assign staff member for each if possible

Food/ Beverage

1. Guest Ratio for Buffets and Bars
2. Walk-up Bars or Cocktail Service
3. Define Traffic Flow
4. Staffing Tent
 - Sign in sheets
 - Team prep captains
 - Team serving captains
 - Servers
 - Coordinators
 - Assignment List
 - Walkie Talkies
 - Uniform
5. Cook tents: sanitation station

6. Main Tent

Coffee Station	Tables- #
Water Stations	Linens
Bars	Chairs
Buffet Tables/ Place cards/ table numbers	Menu cards
Bathrooms	Program
Garbage Cans	Signage exit
Servers	Candles/ matches
Dishes	Signage exit
Staff	

7. Bar Service

Liquor	Sodas
Wine	Water
Beer	Juice
Ice	Staff
Napkins	Pitchers
Stirs	Ice Bucket
Glasses	
Garbage cans	
Misc. bar equipment	

8. Service Tent

Prep tables	Back of Generator	Pitchers
Stoves/ ovens	Garbage Cans/ liners	Water Service
China	Refrigerator trucks	Coffee pots
Stemware	Racks	Hot boxes
Refrigerators	Food	Sternos
Lighting/ power	Trays/ tray jacks	Grill/ charcoal
Coolers for ice/scoops	Cleaning supplies	Duct tape
Dumpster/ recycling bins	Extension cords	Tools
Food pantry	Rubber spatulas	Misc. spot lights
Tent signage	Pots & Pans	Paper, pens
Fire extinguishers	First Aid	Water pitchers
Propane	Flash light	Ice picks
Salad racks	Adapter plugs	Pastry Racks
Servicing Sequences		

Audio Visual

1. Sound Requirements

- Stage
- Special
- A/V Communications
- Placement
- Event staff communication (walkie talkies)

2. Screens

- Type of Projection: front & rear
- Size
- Quantities

3. Lighting

- General
- Functional
- Ambient
- Special effects
- Intelligent
- Stage

4. General

- Site plan
- Timeline
- Script/ agenda/ program
- Specs from entertainment
- Permits (noise/ fire)

5. Projector

- Amount
- Type
- Placement
- Size

6. Equipment

- Special Construction –i.e. forklifts, ladders, tools, etc.
- Tables
- Carts
- Rigging
- Teleprompters

7. Staffing

- Overtime
- Budget considerations
- Security of AV
- Numbers

8. Power

- Amp requirements
- Outside equipment

Entertainment

1. Agent Fee/cost

- Availability
- In Rate Schedule

- | | | |
|----------------------------------|--|-----------------------------|
| 2. Production Rider | | |
| Rehearsal Schedule | | Green Room |
| Security | | Travel/ Transportation |
| Food/ Beverages | | Security Badges |
| A/V | | Housing |
| 3. Types/ style of entertainment | | |
| 4. Performance Schedule | | |
| Set times | | Pre Acts |
| Breaks | | CEO involvement |
| 5. Lighting-Functional/ Ambient | | |
| 6. Logistical | | |
| Sound Check | | Electrical/ stage/ physical |
| Production Schedule | | Permits |
| Setup/ breakdown | | Stage manager |
| Rentals | | |

Lighting for Load-In/ Load Out

1. Existing or Temporary
2. Location
3. Power Needed
 - Install or strike go into nighttime hours
 - Tents for power: sizes, special requirements for each
 - Secure generators and backups
 - Confirm onsite technician
 - Preproduction orientation with all involved
 - Catering, director, lighting comp.
 - Determine program
 - Script to determine lighting cues
 - Spotlights
 - Special effects
 - Gobo requirement
 - Pin spots on centerpieces
 - Ceiling treatment light requirement
 - Entertainment lighting needs
 - Lighting checks
 - Parking lighting

Emergency Risk Management

1. First Aid/ EMS/ Fire Marshall on site
2. Fire extinguishers, type and quantity, chain of command list
3. Flame resistant materials only
4. Testing/ Information on Flame Resistant Materials
5. Security for load in/ event/ load out
6. Security for equipment
7. Exit Signs- illuminated with battery back up
8. Posted site plan at each exit
9. Audio back up for exit signs (ADA)
10. Fire extinguishers, number required through Fire Marshall
11. Appropriate exits-placement & clearance in accordance with Fire Marshall
12. Tips for training bar staff
13. Food preparation regulations
14. Walkie Talkies
15. Employee Credentials
16. ADA Compliance
17. Checkpoint onsite plan

Permits and Licenses

1. Off Premise Beverage License
2. Sound Permits/ Special Effects Permits
3. Parking Permits
4. Noise Permits
5. Tent Permit
6. Pyrotechnic A, B, or C permit
7. Trash permit/ dumping permit
8. International permits for international entertainment
9. Music Copyrights
10. Work permits
11. Environmental Permits (wet lands?) for site

12. Motor Coach/ bus permits
13. Traffic Permits
14. City/ town/ village permits (blocking streets, road, traffic, etc.)
15. Police for traffic
16. Fulfillment of Entertainment Rider

Insurance

1. Proof of Liability Insurance
2. Proof of Workman's Compensation
3. Proof of Liquor Liability
4. Vendors to list our company and client as additionally insured
5. Indemnify owner of site
6. Non-performance insurance for entertainment
7. Rain (elements) Insurance
8. C.O.I. From Vendors
9. Raise Insurance limit for one time larger events

Overall Power Requirements

1. Functional Lighting/ Decorative Lighting
2. Caterer Requirements- oven, coffeemaker, etc.
3. Entertainment
4. Décor
5. Pyrotechnics/ laser show
6. Generator/ air conditioning
7. Restrooms
8. Communications (battery chargers)
9. Set/ strike lighting
10. Broadcast (TV/ radio/ music)
11. Water Source power needs
12. Extension cords/ strip connectors/ junction boxes
13. Logistics sheet (power when, where, etc.)

14. Technical support/ site plan
15. Contracts with power requirements
16. Propane?
17. Power consultant on site

Equipment List- Rentals and Purchases

1. Tables/ Chairs
2. Stage- type, size, height
3. Tenting- type, size, color
4. Miscellaneous

Communication (printed pieces)

1. Invitations/ RSVP master
 - Counts
2. Maps
3. Parking Passes
4. Signs/ banners
5. Schedule of Events
6. Program
7. Table signs/ numbers
8. Place cards
9. Question & Answer document (addressing attire, etc.)

Communication Miscellaneous

1. Equipment
 - a. Supplied
 - b. Rental
 - i. Contact _____ Contract _____
 - c. Portable Landline Computer _____

2. Walkie Talkie/ Headsets/ Cellular Phone/ Runners

How Many	Channels	Training/ Tech Support
External		Maintenance
Set up		Testing
Distribution Center		
3. External Contact Sheets
 - Clients, vendors- entertainment
4. Landlines: Phone Banks
 - Computer Hook ups
 - Fax
 - ATM
 - Credit Card Communication
5. Communication During Setup
 - Set up/ arrival schedules
 - Check in schedule/ timing
6. Event Night Communication
 - Command center
 - Facility tent
 - Parking
 - Medical/ security
 - Check-in/ VIP
 - Production/ entertainment
 - Power source: electric, gas, water
 - Local Emergency List
7. Communication Hierarchy
8. Distribution of master-list/ timeline
 - External representative
 - Press/ participants
 - Client representatives

Contingency Plan

1. Rain/ Flooding
2. Loss of Power
3. Speaker/ Emcee/ Entertainer Cancels
4. All subcontractors have detailed contingency plan
5. Have all phone numbers and pagers, fax numbers of all subcontractors

6. Have standby people from local agencies- gas & electric company
7. Have onsite people from tech companies.
8. Have communication equipment onsite
 - Cellular phones, headset walkie talkies, spare batteries, chargers, etc.
9. Emergency Evaluation Plan
10. Insure contingency plans of all subcontractors are written in contract.
 - Clause contingency and costs involved.
11. Organizational Chart- communication w/ CEO-priority- chain of command
12. Spokesperson to Media
13. Command Post