Template

# Event checklist

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| **ITEM** | **WHO IS RESPONSIBLE** | **TICK**  **WHEN**  **DONE** |
| **SOUND** |  |  |
| Sound engineer |  |  |
| DJ |  |  |
| Band/Entertainment |  |  |
| Sound equipment |  |  |
| Microphones |  |  |
| Public announcement system |  |  |
|  |  |  |
| **LIGHT** |  |  |
| Light engineer |  |  |
| Lights for stage |  |  |
| Lights for venue |  |  |
| Lights for dance floor |  |  |
| Lights for exterior |  |  |
| Gobos |  |  |
| Follow spots |  |  |
| Sky trackers |  |  |
| Emergency lighting |  |  |
|  |  |  |
| **POWER** |  |  |
| Site electrician |  |  |
| Electricity |  |  |
| Water |  |  |
| Heating |  |  |
| Air conditioning |  |  |
| Waste |  |  |
|  |  |  |
| **HEALTH & SAFETY** |  |  |
| Medical box |  |  |
| Site nurse |  |  |
| Lifeboat and crew |  |  |
| Hazard analysis |  |  |
| Evacuation plan |  |  |
| Exit signage |  |  |
|  |  |  |
| **TECHNICAL** |  |  |
| Production manager |  |  |
| Pyrotechnics |  |  |
| Confetti canons |  |  |
| Handheld radios |  |  |
| Talk back |  |  |
|  |  |  |
| **BARS** |  |  |
| Bar manager |  |  |
| Bar service staff |  |  |
| Clearing staff |  |  |
| Stocking staff |  |  |
| Refrigeration |  |  |
| Beers |  |  |
| Wines |  |  |
| Spirits |  |  |
| Soft drinks |  |  |
| Juices |  |  |
| Ice |  |  |
| Towels |  |  |
| Oranges/Lemons/Limes/Pineapples |  |  |
| Straws |  |  |
| Corkscrews |  |  |
| Bottle openers |  |  |
| Bins |  |  |
| Glasses |  |  |
| Knives |  |  |
| Glass wash |  |  |
| Ash trays |  |  |
| Service trays |  |  |
| Alcohol store |  |  |
| Equipment store |  |  |
|  |  |  |
| **CATERING** |  |  |
| Catering manager |  |  |
| Kitchen staff |  |  |
| Service Staff |  |  |
| Clearing staff |  |  |
| Dish wash |  |  |
| Kitchens |  |  |
| Refrigeration store |  |  |
| Equipment store |  |  |
| Food store |  |  |
| Tables |  |  |
| Chairs |  |  |
| Cutlery & Crockery |  |  |
| Tablecloths |  |  |
| Napkins |  |  |
|  |  |  |
| **SECURITY** |  |  |
| Security staff |  |  |
| Car park staff |  |  |
| Passes/Bracelets/Lanyards |  |  |
| Guest list |  |  |
| VIP list |  |  |
| Press list |  |  |
| Press barriers |  |  |
| Perimeter fencing |  |  |
| Metal screening |  |  |
| X-ray screening |  |  |
| Event photographer |  |  |
| Courtesy umbrellas |  |  |
| Taxi companies |  |  |
| Velvet ropes |  |  |
| Signage |  |  |
|  |  |  |
| **CLOAKROOM** |  |  |
| Cloakroom attendants |  |  |
| Coat racks |  |  |
| Bag racks |  |  |
| Umbrella stands |  |  |
| Numbered tickets |  |  |
| Full-length mirrors |  |  |
| Toilets |  |  |
| Toilet attendants |  |  |
| Fragrances |  |  |
| Hand towels |  |  |
|  |  |  |
| **HOUSEKEEPING** |  |  |
| Cleaners |  |  |
| Mops |  |  |
| Buckets |  |  |
| Dustpans |  |  |
| Brooms |  |  |
| Bins |  |  |
| Cloths |  |  |
|  |  |  |
| **MARQUEE** |  |  |
| Marquee structure |  |  |
| Marquee lining |  |  |
| Flooring |  |  |
| Carpeting |  |  |
|  |  |  |
| **ON-SITE PRODUCTION OFFICE** |  |  |
| Paper |  |  |
| Pens |  |  |
| Calculator |  |  |
| Stapler |  |  |
| Printer |  |  |
| Handheld radio chargers |  |  |
| Mobile phone chargers |  |  |
| First-aid box |  |  |