

Event setup checklist

Record day-of-event setup readiness, supplier handovers, equipment checks, unresolved issues and the opening decision.

Complete the applicable sections. An asterisk marks a required field when that section applies. Copy repeat sections as needed and attach photographs separately.

Event and setup

Project or site *

Record reference *

Record date *

Prepared by *

Venue and event *

Planned opening time *

Approved layout and event plan reference *

Readiness checks

Layout and supplier handovers checked *

☐ Confirmed ☐ Exception ☐ Not applicable

Layout and supplier handovers checked exception or applicability note *

If applicable: Layout and supplier handovers checked is Exception or Layout and supplier handovers checked is Not applicable.

Access and emergency routes checked *

☐ Confirmed ☐ Exception ☐ Not applicable

Access and emergency routes checked exception or applicability note *

If applicable: Access and emergency routes checked is Exception or Access and emergency routes checked is Not applicable.

Equipment checks recorded *

☐ Confirmed ☐ Exception ☐ Not applicable

Equipment checks recorded exception or applicability note *

If applicable: Equipment checks recorded is Exception or Equipment checks recorded is Not applicable.

Staff briefing and communications confirmed *

☐ Confirmed ☐ Exception ☐ Not applicable

Staff briefing and communications confirmed exception or applicability note *

If applicable: Staff briefing and communications confirmed is Exception or Staff briefing and communications confirmed is Not applicable.

Setup and exception photos

Photo or attachment references: _____

Opening record

Recorded opening decision *

☐ Pending ☐ Ready under event plan ☐ Restricted opening ☐ Do not open

Outstanding conditions or none *

Decision recorded from *

Record specialist sign-offs by reference. This form does not replace the event risk assessment or technical approvals.

Record status *

☐ Open ☐ Complete

Next action or reason none is needed *

Responsible person *

Reviewed by

Reviewer acknowledgement

Signature: _____