

Onsite Event Logistics Checklist

Venue Preparation

- ☐ Venue access confirmed and all permits secured
- ☐ Signage placed appropriately
- ☐ Emergency exits and routes clearly marked
- ☐ Restrooms checked and stocked
- ☐ Venue cleaned and ready for setup

Set Up

- ☐ Tables and chairs arranged as per layout
- ☐ Registration desk set up
- ☐ Audio/Visual equipment installed and tested
- ☐ Wi-Fi or Internet setup confirmed
- ☐ Decorations placed as planned

Logistics & Supplies

- ☐ Name badges and registration materials prepared
- ☐ Printed materials (agendas, programs, etc.) available
- ☐ Catering setup and checked
- ☐ Water stations in place
- ☐ First Aid kit on site

Team Coordination


- ☐ Staff and volunteers briefed on roles
- ☐ Walkie-talkies or communication tools distributed
- ☐ Point of contact designated for emergencies
- ☐ Contact list distributed to team

Attendee Experience

- ☐ Signage directing attendees to key areas
- ☐ Accessibility arrangements in place
- ☐ Welcome packets prepared
- ☐ Info table staffed

Wrap-Up

- ☐ Post-event cleanup scheduled
- ☐ Lost and found area identified
- ☐ Leftover materials packed and stored

 Feedback forms distributed