

# 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