# Pre-Event Staff Briefing Sheet

## Event Overview

**Event Name:** _____

**Date:** _____

**Venue:** _____

**Event Start Time:** _____

**Event End Time:** _____

## Contact Information

| Role | Name | Phone | Email |
|------|------|-------|-------|
| Event Manager | _____ | _____ | _____ |
| Security Lead | _____ | _____ | _____ |
| Other | _____ | _____ | _____ |

## Staff Schedule

| Time | Task / Activity | Responsible Staff |
|------|-----------------|-------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

## Key Event Details

- Main entry points: _____
- Registration process: _____
- Emergency exits: _____
- First aid location: _____
- Break areas: _____
- Restroom locations: _____

## Important Notes & Instructions

- Dress code: _____
- Arrival time: _____
- Check-in procedure: _____
- Communication channel: _____
- Other essential instructions: _____

## Emergency Procedures

- Evacuation plan: _____
- Who to contact: _____
- Location of emergency kit: _____

## Notes

_____

_____

_____

**Prepared by:** _____    **Date:** _____