SOP: Coordination of Event Logistics and On-Site Setup

This SOP details the **coordination of event logistics and on-site setup**, covering the planning and management of resources, vendor communication, transportation arrangements, equipment and materials handling, venue preparation, and staff assignments. The objective is to ensure seamless event execution by effectively organizing all logistical elements and ensuring timely and accurate on-site setup.

1. Purpose

To establish clear procedures for coordinating event logistics and on-site setup to facilitate smooth event operations.

2. Scope

This SOP applies to all staff involved in the planning, execution, and management of event logistics and setup.

3. Responsibilities

Role	Responsibility
Event Manager	Oversee overall logistics, monitor timelines, and ensure all elements are in place.
Logistics Coordinator	Manage vendor communications, schedule shipments, and track all resources.
On-Site Staff	Assist with setup, equipment placement, material handling, and troubleshooting.
Vendors	Deliver and set up equipment/materials according to the event plan.

4. Procedure

1. **Pre-Event Planning**
   - Develop an event logistics checklist and timeline.
   - Assess venue requirements and restrictions.
   - Confirm vendor details, equipment, and supply lists.
   - Assign roles and responsibilities to staff.
2. **Vendor Coordination**
   - Contact all vendors to confirm delivery dates/times.
   - Provide vendors with venue access details and setup requirements.
   - Confirm completion of service contracts and payment arrangements.
3. **Transportation & Materials Handling**
   - Arrange transportation for equipment, materials, and staff.
   - Label and inventory all items for easy identification.
   - Schedule delivery and pick-up times to avoid congestion.
4. **On-Site Setup**
   - Conduct a venue walkthrough and identify setup zones.
   - Coordinate unloading and placement of all items as per floor plan.
   - Supervise setup of AV, décor, furniture, and signage.
   - Test equipment functionality and resolve issues prior to event start.
5. **Staff Assignments**
   - Distribute setup schedule and contact list to all team members.
   - Assign area leads for critical sections (registration, stage, catering, etc.).
   - Monitor staff performance and make real-time adjustments as necessary.
6. **Pre-Event Review**
   - Conduct a final walkthrough with all stakeholders.
   - Ensure compliance with venue policies and safety regulations.
   - Document issues and prepare contingency plans if required.

5. Documentation

- Event logistics checklist
- Vendor contracts and communication logs
- Shipping/receiving records
- Event floor plans and setup diagrams
- Staff assignment list

6. Review and Continuous Improvement

- Gather feedback from team, vendors, and stakeholders after each event.
- Update SOP based on lessons learned and areas for improvement.

7. References

- Company Event Planning Policy
- Venue Regulations and Guidelines
- Vendor Contracts