

Standard Operating Procedure: Pre-event Setup and Logistics Checklist

Objective

To ensure a smooth and efficient event setup by systematically managing all logistical components and minimizing potential disruptions before the event starts.

Scope

This SOP applies to all personnel involved in the coordination, preparation, and setup of the event, covering venue preparation, equipment arrangement, supplier coordination, staff assignments, and safety protocols.

Checklist

1. Venue Preparation
 - Confirm booking date, times, and access instructions with venue management.
 - Inspect venue for cleanliness and readiness.
 - Set up signage, registration area, and directional guides.
 - Arrange tables, chairs, and stage/platform as per event layout plan.
 - Test lighting, heating/cooling, and power sources.
2. Equipment Arrangement
 - Check inventory and condition of AV equipment, microphones, speakers, projectors, and screens.
 - Install and test Internet/WiFi connections if required.
 - Set up presentation/technology tools with appropriate software or media.
 - Arrange backup equipment as needed.
3. Supplier Coordination
 - Contact all suppliers to confirm delivery/arrival times (catering, furniture, equipment, etc.).
 - Designate delivery/unloading zones and communicate access instructions.
 - Cross-check delivered items against order lists.
 - Report and address any discrepancies immediately.
4. Staff Assignments
 - Distribute final event schedule and assignments to all staff and volunteers.
 - Conduct briefing sessions outlining roles and emergency protocols.
 - Issue identification badges/uniforms if required.
 - Set up communication tools (radios, messaging groups).
5. Safety Protocols
 - Verify the availability and accessibility of first aid kits and fire extinguishers.
 - Ensure emergency exits are unobstructed and clearly marked.
 - Review emergency evacuation procedures with staff.
 - Implement crowd control and safety barriers as needed.

Logistics Setup Timeline Example

Time	Task	Responsible
07:00	Venue access and initial inspection	Venue Coordinator
07:30	Setup registration and signage	Support Staff
08:00	Equipment delivery and setup	AV Technician
09:00	Catering delivery and station setup	Catering Lead
09:30	Staff briefing	Event Manager
10:00	Final safety checks and troubleshooting	All Leads

Documentation

- Complete the **Pre-event Setup Checklist** (sign-off required).
- Record any incident reports or issues during setup.
- Maintain supplier delivery and inventory logs.

Review and Approvals

Upon completion of setup, conduct a walk-through with core team and venue manager for final approval before event start.