

SOP: Pre-event Final Inspection and Client Walkthrough

This SOP details the **pre-event final inspection and client walkthrough** process, including verifying event setup compliance, checking audiovisual and technical equipment, inspecting venue cleanliness and safety, confirming decoration and seating arrangements, and addressing any last-minute client concerns. The goal is to ensure all event preparations meet client expectations and standards, facilitating a seamless and successful event experience.

1. Purpose

To standardize the pre-event final inspection and client walkthrough process, ensuring every aspect of the event setup meets client requirements and organizational standards.

2. Scope

Applies to all events held at the venue and involves event coordinators, technical staff, facility management, and client representatives.

3. Responsibilities

- **Event Coordinator:** Lead inspection, coordinate with teams, liaise with client.
- **Technical Lead:** Verify audiovisual and technical equipment.
- **Facility Staff:** Ensure cleanliness and safety compliance.
- **Client Representative:** Participate in walkthrough and provide feedback/approval.

4. Procedure

1. **Pre-Inspection Preparation**
 - Gather setup checklists, floor plans, event agenda, and client specifications.
 - Assemble the inspection team.
 - Schedule walkthrough time with client.
2. **Event Setup Compliance**
 - Review table, chair, and stage arrangement against plans.
 - Confirm signage and branding placement.
3. **Audiovisual and Technical Equipment**
 - Test microphones, speakers, lighting, and projectors.
 - Ensure backup equipment is accessible and functional.
 - Check all electrical connections for safety.
4. **Venue Cleanliness and Safety**
 - Inspect all event spaces, restrooms, and entrances for cleanliness.
 - Verify emergency exits are unobstructed and accessibility features are in place.
 - Confirm all safety signage and equipment are present and visible.
5. **Decoration and Seating Arrangements**
 - Check table settings, centerpieces, and décor per client specifications.
 - Confirm reserved, VIP, and accessible seating as required.
6. **Client Walkthrough**
 - Escort client through the venue, highlighting key features and arrangements.
 - Address any concerns or special requests in real-time.
 - Obtain client sign-off/approval before event commencement.
7. **Documentation**
 - Complete and file inspection checklist.
 - Log any last-minute adjustments and client feedback.

5. Documentation

Document	Responsible	Retention Period
Pre-event Inspection Checklist	Event Coordinator	1 year
Client Sign-off Sheet	Event Coordinator	1 year
Issue Log	Event Coordinator	1 year

6. References

- Event setup plan/floor plan
- Venue emergency procedures
- Client event agreement
- Health and safety guidelines

7. Revision History

Date	Version	Description of Change	Author
2024-06-04	1.0	Initial template	AI Assistant