SOP: On-site Event Setup and Logistics Management

This SOP details the **on-site event setup and logistics management** process, including site preparation, equipment delivery and installation, vendor coordination, layout planning, safety inspections, schedule adherence, and troubleshooting. The goal is to ensure efficient and smooth event setup operations, minimizing delays and risks while enhancing overall event success through meticulous logistical planning and execution.

1. Scope

This SOP applies to all staff, contractors, and vendors involved in the setup and management of logistics for on-site events.

2. Responsibilities

- **Event Manager:** Oversees all setup and logistics processes.
- **Logistics Team:** Executes setup activities, coordinates vendors, and monitors delivery and layout.
- **Vendors:** Deliver and install assigned equipment/materials according to the schedule and requirements.
- **Safety Officer:** Ensures compliance with safety protocols and conducts inspections.

3. Procedure

1. **Pre-Event Preparation**
   - Review event plans, layouts, contracts, and permits.
   - Conduct site walkthrough to identify setup areas, access routes, and utilities.
   - Distribute setup and logistics schedule to relevant parties.

2. **Vendor Coordination**
   - Communicate setup times, delivery instructions, and parking info to all vendors.
   - Assign logistics team members to receive, direct, and support vendors onsite.

3. **Site Preparation**
   - Mark designated setup zones (stages, booths, storage, etc.).
   - Check for cleanliness, access, and utilities (power, water, etc.).

4. **Equipment Delivery and Installation**
   - Maintain delivery log (vendor name, items delivered, time in/out).
   - Supervise installation to ensure compliance with layout and safety guidelines.
   - Report and resolve any delivery or installation discrepancies immediately.

5. **Layout Execution**
   - Set up event areas per approved floorplan and design specs.
   - Confirm signage and branding placement.
   - Facilitate last-minute changes, with updated documentation.

6. **Safety Inspections**
   - The Safety Officer conducts visual inspections for hazards (trip risks, electrical, fire, etc.).
   - Ensure emergency exits/access points are clear and marked.
   - Verify all equipment is installed securely and safely.

7. **Schedule Adherence**
   - Monitor setup progress against the event schedule.
   - Communicate delays, escalations, or issues to the Event Manager promptly.

8. **Troubleshooting and Issue Resolution**
   - Log and address issues such as missing/damaged equipment, vendor delays, or site access problems.
   - Activate contingency plans if necessary and inform stakeholders.

4. Documentation

- Event layout and site plan
- Vendor contact list and delivery log
- Setup checklists and schedules

- Safety inspection forms
- Issue/troubleshooting log

5. Health & Safety

- All staff and vendors must wear appropriate PPE as required.
- Follow all site-specific safety protocols.
- Report incidents or hazards immediately to the Safety Officer.

6. Review & Continuous Improvement

- Conduct post-event debrief to evaluate setup/logistics effectiveness.
- Document lessons learned and recommendations for future improvement.

Note: This SOP should be reviewed and updated annually or after major events.