SOP Template: Event Site Setup Guidelines and Equipment Checklist

This SOP provides comprehensive **event site setup guidelines and equipment checklist** to ensure efficient and safe preparation of event locations. It details site layout planning, equipment requirements, setup procedures, safety protocols, and quality checks to facilitate smooth event execution. The goal is to standardize setup processes, minimize risks, and guarantee all necessary equipment is accounted for and correctly installed for successful event delivery.

1. Scope

Applies to all internal staff and external vendors involved in on-site setup for events.

2. Responsibilities

- **Event Manager:** Oversees and verifies setup processes.
- **Site Setup Crew:** Executes setup tasks as per guidelines.
- **AV/Technical Team:** Installs audio, visual, and networking equipment.
- **Health and Safety Officer:** Conducts risk assessments and verifies safety compliance.

3. Site Layout Planning

1. Obtain and review the event floor plan.
2. Identify entry/exit routes, emergency exits, and assembly points.
3. Mark designated areas: stage, seating, registration, catering, storage, VIP, restrooms, etc.
4. Allocate spaces for essential equipment and utilities (power sources, AV boards).
5. Check site for hazards and address them prior to setup.

4. Equipment Checklist

Equipment Type	Item Description	Quantity Needed	Check (✓ / ✗)
Structures	Tents/Marquees		
Structures	Tables & Chairs		
Audio-Visual	Speakers, Microphones, Mixers		
Audio-Visual	Projectors, Screens, TVs		
Lighting	Stage/Dancefloor Lights		
Power	Generators, Extension Cords, Power Strips		
Signage	Directional & Safety Signs		
Safety	Fire Extinguishers, First Aid Kit		
Sanitation	Portable Toilets, Hand Sanitizer Stations		
Others	Barriers/Fencing, Trash Bins, Storage Bins		

5. Setup Procedure

1. Arrive on site at scheduled setup time and conduct initial site walk-through.
2. Define safe unloading zones for equipment delivery.
3. Mark or tape layout per the approved floor plan.
4. Assemble structures first: tents, stages, fencing.
5. Arrange tables, chairs, and other furniture.
6. Install AV and lighting equipment; perform initial function checks.
7. Lay out signage and safety/emergency equipment.

8. Set up sanitation stations and waste bins.
9. Test all power sources for safety and functionality.
10. Secure any loose equipment or cables to prevent trip hazards.

6. Safety Protocols

- All crew must wear PPE (high-visibility vests, gloves, hard hats as required).
- Only qualified personnel to handle electrical equipment and rigging.
- Follow manual handling guidelines for heavy items.
- Ensure all emergency exits and access routes remain clear at all times.
- Conduct risk assessment and address any hazards immediately.

7. Quality and Completion Checks

- Event Manager conducts final walkthrough using the checklist above.
- Verify all equipment is present, correctly installed, and functional.
- Check signage and safety equipment placement.
- Rectify any deviations or missing items before event opening.
- Document completion and report any issues to management.

8. Document Revision and Approval

- Review and update SOP annually or after major events.
- Obtain approval from Event Manager and Health & Safety Officer.