

# Event-Day Toolkit

Brief, verify, communicate, execute, document

Use fictional or authorized information only. Mark unknowns TBD. A request is not approval.

# Event-day command sheet

Event

Date

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Event manager

Client decision-maker

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Guest doors

Event end

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Emergency / escalation

BEO version

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## EVENT-DAY RHYTHM

### Observe - verify - communicate - assign - follow up - document

- Read the current approved BEO and agreement notes
- Walk every used space against the plan
- Verify access, exits, accessibility, and critical safety items
- Check vendor arrivals and missing dependencies
- Test critical AV, lighting, microphone, food, and bar cues
- Confirm client decision-maker and management escalation path
- Brief staff on roles, timing, changes, and contingencies
- Open doors only after the responsible manager releases the space

# Staff and vendor contacts

| Name / company | Role / scope | Mobile | Arrival | Departure |
|----------------|--------------|--------|---------|-----------|
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# Live run-of-show tracker

| Plan | Actual | Moment / cue | Owner | Status / note |
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# Change and incident log

Record facts, actions, authority, and follow-up. Do not include unnecessary private information.

## ENTRY 1

Time / location

Reported by

People notified

Decision owner

What happened - observable facts

Action taken and why

Follow-up required - owner / deadline

## ENTRY 2

Time / location

Reported by

People notified

Decision owner

What happened - observable facts

Action taken and why

Follow-up required - owner / deadline

**ENTRY 3**

**Time / location**

**Reported by**

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**People notified**

**Decision owner**

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**What happened - observable facts**

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**Action taken and why**

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**Follow-up required - owner / deadline**

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# Closeout and debrief

- Guests departed and transportation concerns resolved
- Vendors loaded out and borrowed items reconciled
- Client personal and sentimental items handed to named recipient
- Lost and found secured and documented
- Damage, safety, or service incidents recorded
- Bar, food, equipment, and rooms closed according to procedure
- Material changes and unfinished items assigned
- Staff debrief completed while details are fresh

## What worked well

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## What did not go to plan

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## Process change recommended - owner / due date

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