


# Event Setup Checklist Template

 Show only Checklist

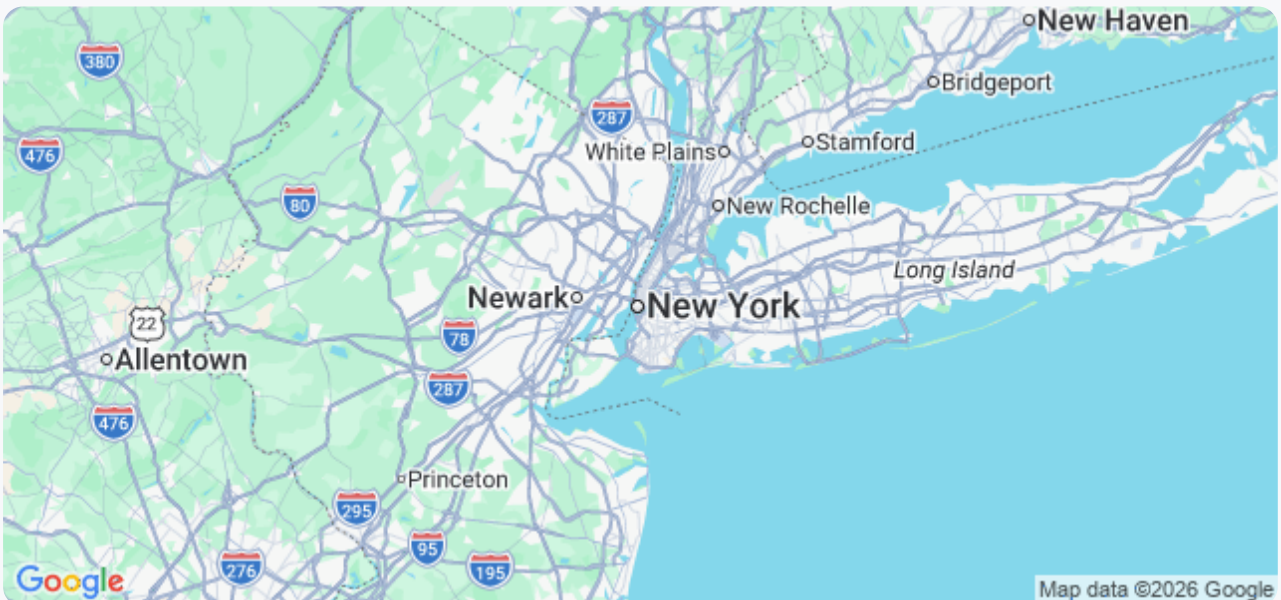
Display Style  
Default 

## Venue Assessment & Logistics

Initial walkthrough and logistical preparations for the event space.

### Venue Address

 Set My Current Location



### Setup Start Date

Enter date...



### Scheduled Setup Start Time

Enter time...

### Venue Contact Phone Number

Enter a number...

### Notes on Venue Condition (Pre-Setup)

Write something...

### Power Outlet Accessibility

- Excellent
- Good
- Fair
- Poor

### Water Access

- Available
- Limited
- Unavailable

# Table & Seating Arrangement

Configuration of tables, chairs, and other seating according to the event layout.

## Number of Tables Required

## Number of Chairs Per Table

## Table Linens: Color

- White
- Black
- Navy
- Red
- Other

## Table Shape

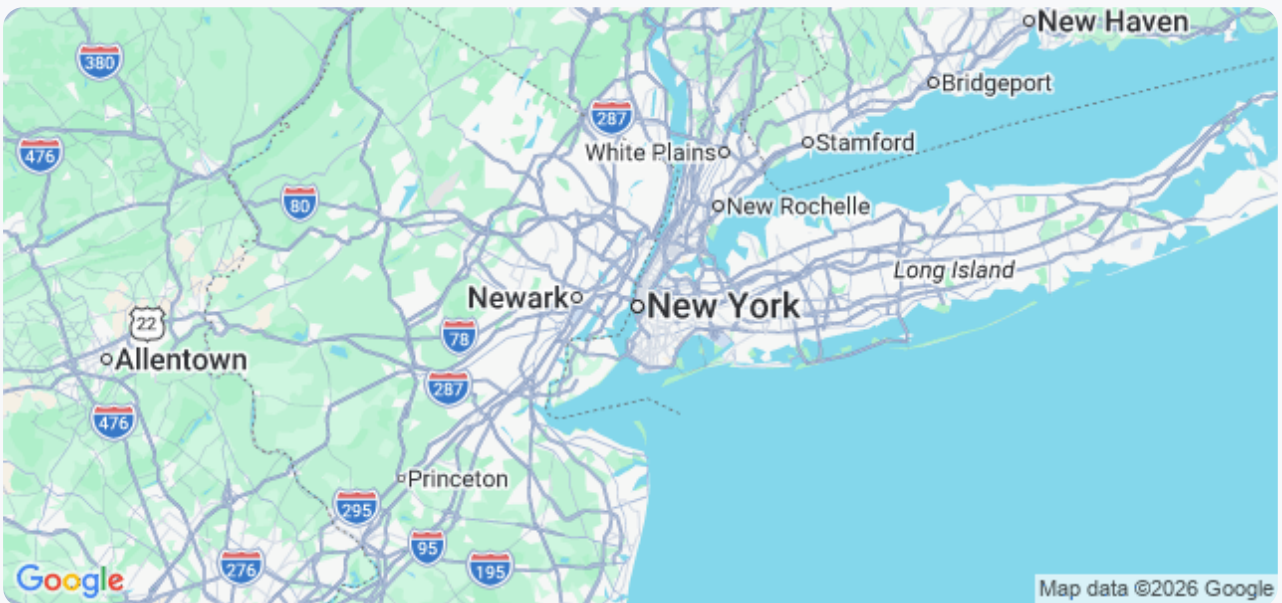
- Round
- Rectangle
- Square
- Oval

## Special Seating Requests

- Wheelchair Accessible
- High Chairs
- Booster Seats
- Family Tables

## Table Placement Notes (e.g., near power outlet)

[📍 Set My Current Location](#)



## Table Numbering (if applicable)

Write something...

# Audio-Visual Equipment

Setup and testing of microphones, speakers, projectors, screens, and other AV components.

## Microphone Count

## Microphone Type

- Wireless
- Wired
- Lavalier

## Speaker Quantity

## Speaker Placement

- Front of Room
- Rear of Room
- Distributed

### Projector Test Time

Enter time...

### Projector Notes (Resolution, Aspect Ratio)

Write something...

### Screen Type

- Rear Projection
- Front Projection
- LED Wall

### Monitor Count

Enter a number...

## Lighting & Decor

Installation and placement of lighting, decorations, and event-specific décor.

### String Lights Quantity

Enter a number...

### Centerpiece Style

- Floral
- Candles
- Themed Props
- Minimalist

### Centerpiece Image (Reference)

 Upload File

### Lighting Color Scheme

- Warm White
- Cool White
- Color Changing
- RGB

### Special Decor Notes

Write something...

### Number of Table Runners

### Drape Type

 Sheer Velvet Satin None

## Catering & Bar Setup

Preparation and setup of food and beverage stations, including necessary equipment.

### Quantity of Tablecloths

### Number of Plates

### Number of Cutlery Sets

### Number of Glasses (water/wine/other)

Enter a number...

### Beverage Service Type

- Self-Service
- Bartender
- Combination

### Ice Availability

- Sufficient
- Limited
- Insufficient

### Scheduled Food Arrival Time

Enter time...

### Special Dietary Requirements Notes (allergies, vegan/vegetarian)

Write something...

# Staging & Backstage Area

Organization and preparation of the stage area and backstage facilities.

## Backstage Power Outlets Checked

Enter a number...

## Dressing Room Cleanliness

- Clean
- Acceptable
- Needs Attention

## Backstage Security Personnel Assigned

Write something...

## Backstage Sound Check Date

Enter date...

### Backstage Lighting Check Time

Enter time...

### Backstage Equipment Present

- Microphones
- Speakers
- Lighting Fixtures
- Extension Cords
- Gaffer Tape

### Backstage Notes/Issues

Write something...

## Signage & Wayfinding

Placement of directional signs, banners, and other informational signage.

### Directional Signs Present?

- Yes
- No

### Welcome Sign Placement?

- Correct
- Needs Adjustment
- Not Present

### Number of Directional Signs

Enter a number...

### Specific Signage Notes (e.g., typos, missing information)

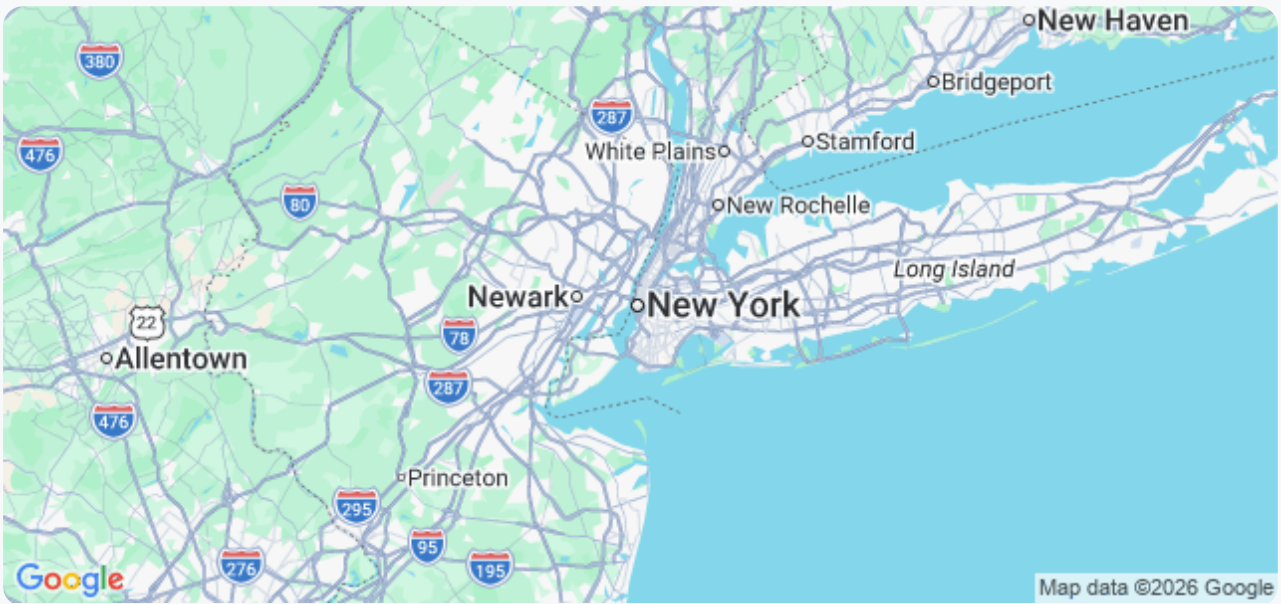
Write something...

### Accessibility Signage Visible?

- Yes
- No
- N/A

### Location of Emergency Exit Signs

 [Set My Current Location](#)



### Photo of Signage

 [Upload File](#)

## Safety & Accessibility

Verification of emergency exits, fire extinguishers, and accessibility accommodations.

### Fire Extinguisher Inspection Count

Enter a number...

### Emergency Exit Lighting Status

- Functional
- Malfunctioning
- Needs Attention

### Accessibility Ramp Condition

- Excellent
- Good
- Needs Repair
- Blocked

### Accessible Restroom Count

Enter a number...

### Accessibility Notes/Concerns

Write something...

### Last Fire Safety Inspection Date

Enter date...

# Final Walkthrough & Contingency

Final inspection and preparation for potential issues or last-minute adjustments.

## Overall Impression - Briefly Describe

Write something...

## Temperature (Fahrenheit/Celsius)

Enter a number...

## Music Volume - Appropriate?

- Yes
- No
- Needs Adjustment

## Potential Issues Noted?

- Lighting
- Sound
- Décor
- Accessibility
- None

**Date of Walkthrough**

Enter date...

**Time of Walkthrough**

Enter time...

**Contingency Plan Notes (If applicable)**

Write something...

**Inspector Signature**