

The Event Checklist

No.	Category	Detailed	Optional	Status Prior Event (Started, In-progress, Completed)		
				1–2 Weeks	1–2 Days	Event Date
1	Permit/insurance		✓			
2	Marketing		-			
3	Registration		✓			
4	Supplies		-			
4.1	Station logistics and signage	Event signs, flags, or banners	-			
		Directional signs	-			
		Acceptable items poster	-			
		Tables, tablecloths, chairs	✓			
		Tablets	✓			
		Boxes, box labels, and pallets	-			
		Dollies and carts	✓			
		Tents and sandbags	✓			
		Tarp and bungee cords	✓			
4.2	Parking area	Parking signs	✓			
		Directional signs	✓			
4.3	Material handling, transportation, and logistics	Pallets	-			
		Cardboard boxes and plastic totes	-			
		Trucks/trailers	-			
		Reserved spaces for loading and unloading	-			
		Reserved spaces for truck/trailer parking	-			
		Safety cones, yellow caution tape	-			
		Pallet jacks, forklifts	-			
		Safety rules and sorting instructions	-			
		Line divider	-			
4.4	Safety and emergency	PPE and first-aid kits	-			
		Raincoats	✓			
		Security	✓			
4.5	Equipment and connectivity	Internet hotspot and/or Wi-Fi	-			
		Walkie talkies	✓			
4.6	Promotional materials	Swag	✓			
		Upcoming event postcard, business cards	✓			
		Educational posters	✓			
4.7	Miscellaneous supplies	Trash bins and cleaning supplies	-			
		Sanitizers	✓			
		Drinks, refreshments or lunch boxes	✓			
	Labor	Fulltime employees	-			
		Part-time employees	✓			
		Volunteers	✓			