

Event Installation Checklist

Date: [Event Date]

Event Name: [Event Name]

Location: [Event Location]

Checklist Items

- Confirm venue booking
- Review event layout and flow
- Check audio/visual equipment
- Arrange seating and tables
- Set up registration area
- Decorate venue as per theme
- Verify catering arrangements
- Test lighting setup
- Ensure safety and emergency exits are clear
- Conduct a final walkthrough

Notes

[Additional Notes or Comments]

Contact Information

Event Coordinator: [Coordinator Name]

Phone: [Phone Number]

Email: [Email Address]