**Event Box Checklist – Physical Event**

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| --- | --- |
| **Event Name** |  |
| **Date** |  |
| **Time** |  |
| **Venue** |  |
| **Checklist completed by** |  |

Ideas below, feel free to delete and add accordingly.

|  |  |  |  |
| --- | --- | --- | --- |
| **Event Box Checklist** | | | |
| **Item** | **Responsibility** | **Notes** | ✔ |
| Event Outline Document |  |  |  |
| Ticket Sales Document |  |  |  |
| Physical Tickets for Door Sales |  |  |  |
| Pens, paper, tape and bluetac |  |  |  |
| Hand Sanitiser |  |  |  |
| Signage |  |  |  |
| Caution Tape |  |  |  |
| Raffle Tickets |  |  |  |
| Microphone or other sound equipment |  |  |  |
| Projector or other production equipment |  |  |  |
| Name Badges |  |  |  |
| High Vis Vest |  |  |  |
| Water Bottle |  |  |  |
| First Aid Kit |  |  |  |
| Charger for any electrical equipment |  |  |  |
| Money Float |  |  |  |
|  |  |  |  |