**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.

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| **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  |  |  |  |
|  |  |  |  |