Pre-Event	Status	Remarks
Permissions		
1. Local Government (if required)		
2. Work Permission		
Stage Set Up		
Music / Noise		
Food		
Signage		
Road Closure		
VIP Access		

Materials to be Printed		
1. Awareness		
Event Signage		
Event Flyers		
2. Functional		
Directional Signage		
Invitation		
Guest / Media Registration Form		
Crew T-shirt		

Entertainment		
1. MC Confirmation		
2. Dance Crew Confirmation		
3. Music / Songlist		
4. Mascot		

Food & Beverage		
1. Confirm Vendors		
2. Request details on Electrical Requirements		

Techinical		
1. PA System		
2. Lighting		
3. Staging		
4. Toilet		
5. Special Effects		
6. Generator		
7. Waste Management		
8. Security		

Manpower		
1. Ushers		
2. PR team - Registration Counter		
3. Cleaner		
4. Photographer / Videographer		
5. Volunteers and Staff		
Door Gifts and Awards		
1. Door Gifts for Media and VIPs		
2. Token of Appreciation for VVIP - on stage		
3. Awards for Winners		

Risk Management		
1. First-aid Kit		
2. Fire Extinguisher		
3. Insurance		
4. Contingency Plan for Bad Weather		

Others		
1. Cleaning		
Tissues For Guests		
Extra Bin Bags		
2. Food		
Serving Tray		
Cutlery		
Cups and Plates		
3. Documents to Bring Along		
Work Permits		
Emcee Script		
Event Agenda		
Crew List and Contact Details		
Floor Plan		
Seating Chart		
RSVP List		
Name Tags / Place Cards		
4. Set Up		
Carpeting		
Electric		
Balloons		
Pipe and Drape		
Rental Chairs		
Stage		
Podiums		
Tables		
Easels		

Event Day	Status	Remarks
Site Inspection		
1. Lay-out		
2. Location		
3. Location		
4. Traffic Pattern		
5. Security		
6. Air Condition		
7. PA system		
8. Catering		
9. Signage		
10. Backdrop, Staging and Special Effect		
11. Waste Management Set Up		
12. Door Gifts and Awards Check		
13. Food and Beverages		

Manpower		
Manpower		
1. Ushers		
2. PR team - Registration Counter		
3. Cleaner		
4. Photographer / Videographer		
5. Volunteers and Staff		
6. Emcee		
7. Security Officers		
8. Performer		
9. Presenter		

Flow		
Flow		
1. Allocate Sitting (Place Name Cards)		
2. Gather Staff for Full Briefing		
3. Circulate Contact List and Mobile Numbers to All Staff		
4. Performance Rehersal		
5. Organise Registration Area		