SITE survey. APP

SITE SURVEY REPORT

Event setup checklist

Prepared for	Event setup checklist (fictional example) (fictional)
Date	9 Oct 2026
Site	Event setup checklist (fictional example)
Prepared by	Example coordinator

FORM

Event setup checklist

1. Event and setup

Project or site	Example Site
Record reference	EVT-001
Record date	9 Oct 2026
Prepared by	Example coordinator
Venue and event	Example Hall supplier event
Planned opening time	10:00
Approved layout and event plan reference	Example layout EVT-20 revision B

2. Readiness checks

Layout and supplier handovers checked	Confirmed
Access and emergency routes checked	Confirmed
Equipment checks recorded	Exception
Exception or reason not applicable	Display screen 2 awaits replacement cable; demonstration area held.
Staff briefing and communications confirmed	Confirmed
Confirmed	3
Exceptions	1

Exception recorded. Record the condition or restriction in the opening record before the event opens.

3. Opening record

Recorded opening decision	Restricted opening
Outstanding conditions or none	Demonstration area 2 remains closed.
Decision recorded from	Example event manager

Record specialist sign-offs by reference. This form does not replace the event risk assessment or technical approvals.

Record status	Open

Next action or reason none is needed	Review the recorded exception and retain the evidence.
Responsible person	Example supervisor
Reviewed by	Example reviewer
Reviewer acknowledgement	