



Event Run-of-Show & Teardown Checklist

Hand the venue back clean. Get the deposit back in full.

Load-in & setup

- ☐ Walk the site — mark zones, exits, power and water
- ☐ Set stages, barriers, signage and wayfinding
- ☐ Run power, tape cables and check trip hazards
- ☐ Set up bars, vendor booths and back-of-house
- ☐ Stock restrooms, bins, water stations and first aid
- ☐ Brief crew and volunteers; hand out the run sheet

Changeover between acts

- ☐ Clear and reset the stage for the next act
- ☐ Sweep the pit and front-of-stage
- ☐ Reset green rooms and rider requirements
- ☐ Spot-clean high-traffic zones and restrooms
- ☐ Confirm next-act crew and timings on the run sheet

un-of-show record

Date · Zone · Task · Done by · Time · Photo on file

During the event

- ☐ Service restrooms on a timed rotation
- ☐ Empty bins and clear walkways before they overflow
- ☐ Refill water stations and bar stock
- ☐ Walk the site for hazards, spills and lost property
- ☐ Check entry points, wristbands and crowd flow
- ☐ Log incidents with a photo and a timestamp

Strike & venue handback

- ☐ De-rig stages, lighting, sound and signage
- ☐ Account for all hired gear before it leaves site
- ☐ Bag waste, sort recycling and clear every zone
- ☐ Photograph each zone at handback condition
- ☐ Walk the venue with the manager and sign off
- ☐ Export the handback report — protect the deposit