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| Logo  Description automatically generated |  | EVENT OPERATIONS  Event Operations Activity #4 |

# A picture containing text Description automatically generatedgame/EVENT day checklist

The event operations group should also create an event day checklist. This document provides a summary of how you will accomplish a smooth transition between scripted entertainment during the event. Preparing these checklists will keep the group organized and serve a very important role in creating the best possible experience on event day.  
  
The event operations team is responsible for every element of event presentation, right down to the staffing of ticket takers, making sure concessionaires are in place, and confirming that the merchandise area has been set up. It is their job to oversee the entire production and execute all promotions. The event day checklist will help you to prepare for the event, maintain focus during the event, and effectively manage the event from start to finish (ingress to egress).  
  
For this activity, review the sample checklist provided. Notice that each team member is assigned a certain set of responsibilities. When you develop your own checklist, it will be critical to pay very close attention to every detail. You will also want to assign at least one team member to follow up with each of the other groups in your program to make sure they are in the proper area of the venue and ready for action.

Graphical user interface

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**In the space below or using your own form or template, create a game day checklist for your upcoming event.**

Event: Date: Start Time:

Team Members: Team Leader:

Team Member #1 Responsibilities:

Team Member #2 Responsibilities:

Team Member #3 Responsibilities:

Team Member #4 Responsibilities:

Team Member #5 Responsibilities: