Venue Setup & Teardown Checklist

Event: _____

Date: _____

Lead: _____

SETUP

- [ ] Safety walk: hazards, exits, AED location
- [ ] Courts / fields marked and numbered
- [ ] Nets, goals and padding secured
- [ ] Scorer tables and chairs
- [ ] Check-in desk and signage
- [ ] Bracket board posted
- [ ] Trash and recycling stations
- [ ] First aid station set up

TEARDOWN

- [ ] Equipment counted and stored
- [ ] Signs removed
- [ ] Trash collected
- [ ] Lost & found logged
- [ ] Damage noted and reported
- [ ] Venue walk-through with manager
- [ ] Lights off, doors locked

NOTES