EVENT EQUIPMENT SETUP & RETURN CHECKLIST

Build the baseline

Write facts and sources before filling the main table. Do not guess at missing information.

Project or subject

Date or period

STEP 1 Label each piece or grouped set of event equipment.

STEP 2 Assign a person to confirm the setup, count and collection.

STEP 3 Record discrepancies or damaged items as pending actions.

STEP 4 Which fact or document still needs checking?

EVENT EQUIPMENT SETUP & RETURN CHECKLIST

Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

NEXT REVIEW / SCHEDULED TIME	STEP OR DELIVERABLE	RESPONSIBLE PERSON	PROGRESS	EVIDENCE AND NEXT CONFIRMATION

Outstanding question or record to confirm

EVENT EQUIPMENT SETUP & RETURN CHECKLIST

Make the next step happen

Each useful action has an owner, a date and a result that can be checked.

ACTION 1 Label each piece or grouped set of event equipment.

Concrete next action	Owner / due

ACTION 2 Assign a person to confirm the setup, count and collection.

Concrete next action	Owner / due

ACTION 3 Record discrepancies or damaged items as pending actions.

Concrete next action	Owner / due

IMPORTANT CONTEXT

This checklist does not control an inventory warehouse, verify rentals, confirm bookings or certify electrical safety.

- [ ] Source checked
- [ ] Next action assigned