

Venue Checks Best Practice

Venues and events need to have solid processes in place for dealing with both the expected and unexpected. The expected can be dealt with through the assignment of jobs around your venue and event site. The unexpected is dealt with through incident management.

When managed effectively, your standard operational checks and pre-event checks give you oversight on the status of your venue and event at any one time. Together, they give you the tools to keep your venue and event as secure as possible.

Planning your venue checks can and should be done well in advance of your event. Consider these five simple questions when creating your incident management procedures to make sure your teams have all the information they need to carry out the right checks at the right time in the right place — giving you great visibility over your venue and event.

5 QUESTIONS TO ASK WHEN SETTING UP YOUR VENUE CHECKS

- 1. How will I record checks?**
Think about the tools you'll use to record the results of checks — especially failed ones — and about facilitating communication between on-site staff and your control room / operations team.
- 2. What needs to be checked?**
Build a list of all the checks that need to happen across your venue and event.
- 3. Where does it need to be checked?**
Plan the physical locations at which checks need to be carried out. Think large-scale (which event, which stand) and small-scale (the elevators in block A).
- 4. When does it need to be checked?**
Think about whether a check needs to be completed — once before an event, daily or more or less frequently than that.
- 5. Who will carry out each check?**
Assign each checklist to an individual who will have responsibility for carrying out those checks and feeding the results back to the control room and operations team.

WeTrack is now part of Momentus Technologies.

Do you need the capability to see checks happening in real time on a dashboard with a live map view? Discover how our Incident Management and Venue Checks solutions can equip your organization to protect the safety and security of your events.

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