

## Sample Checklist -Have everything covered for an Ops Assistant for your event

This sample checklist is based on having 52 weeks lead time to a show and is also on the basis of having an Operations Manager & Assistant working together.

### Joint tasks

- Ops Assistant and Ops Manager Kick-off Meeting Week 1, Mon
  - Review actions from previous show Week 1, Mon
  - Wash up report & accident review Week 53, Mon
- Create action list from post show report Week 55, Mon

### WEEKS 1 - 20

- Create file on system Week 2, Mon
- Start schedule Week 8, Mon
- Cross check list & plan Week 10, Mon
- Send out official contractor appointment letters Week 11, Mon
- Send out intro email to exhibitors Week 13, Mon
- Create any info for pre-manual mailing Week 17, Mon
- Create Manual incl get forms in, upload etc. Week 19, Mon
- Cross check list & plan Week 20, Mon
- Send out anything required in advance of manual Week 20, Mon

### WEEKS 41 - 49

- Send out exhibitor list & plan to contractors/venue Week 41, Mon
- Apply for licences - music, special treatments, kids, alcohol, gaming, sport etc Week 41, Mon
- Cross check list & plan Week 45, Mon
- Populate H&S file & chase missing info Week 46, Mon
- Send out exhibitor list & plan to contractors/venue Week 46, Mon
- Update schedule Week 47, Mon
- Cross check list & plan Week 48, Mon
- Send out pre-show, site rules & vehicle passes or traffic guide Week 48, Mon
- Send out schedule & safety plan (chase for missing info) Week 49, Mon
- Arrange crate pick up Week 49, Mon
- Finalise staff handbook Week 49, Mon
- Send out exhibitor list & plan to contractors/venue Week 49, Mon

### WEEKS 21 - 40

- Send out exhibitor list & plan to contractors/venue Week 21, Mon
- Organiser exhibitor party Week 22, Mon
- Draft show docs Week 23, Mon
- Issue manual (once approved) Week 28, Mon
- Send out column letters Week 28, Mon
- Cross check list & plan Week 30, Mon
- Send out exhibitor list & plan to contractors/venue Week 31, Mon
- Order radios Week 36, Mon
- Confirm wristband/security pass reqs Week 39, Mon
- Send 1wk to deadline chase up Week 40, Mon

### WEEKS 50 - 51

- Chase marketing for delivery schedule Week 50, Mon
- Chase for 100% stand infos Week 50, Mon
- Order tech plans for onsite Week 50, Mon
- Send out exhibitor list & plan to contractors/venue Week 51, Mon
- Cross check list & plan Week 51, Mon
- Pack crates & grab bags Week 51, Mon
- Pre-show food shop Week 51, Mon
- Send out staff handbook Week 51, Mon
- Chase for 100% stand infos Week 51, Mon

### WEEKS 52 - 54

- Set up Office Week 52, Mon
- Reconcile petty cash Week 52, Mon
- Unpack crates Week 53, Mon
- Write thank you letters Week 52, Mon
- Send out 'thank you, could we do anything better' email to exhibitors Week 54, Mon
- Tidy show folders and save off onsite action sheets/incidents etc. Week 53, Mon