

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 - 10

- Schedule meetings Week 2, Mon
- Introduce Ops Assistant to show team Week 2, Mon
- Initial client meeting Week 3, Mon
- Get copies of client agreements - tenancy/Sales/contractor
- Week 5, Mon
- Check floorplan & get venue approval Week 6, Mon
- Budget update Week 6, Mon
- Check accommodation booked & accurate Week 9, Mon
- Book staffing Week 10, Mon

### WEEKS 30 - 41

- Budget update Week 30, Mon
- Order furniture Week 30, Mon
- Order floral Week 31, Mon
- Order carpet Week 32, Mon
- Order catering Week 33, Mon
- Order rigging Week 34, Mon
- Order any show specifics - extinguishers, badges, clothing
- Week 35, Mon
- Budget update Week 36, Mon
- Registration Meeting Week 37, Mon
- Get sponsors & partner logos Week 38, Mon

### WEEKS 12-29

- Budget update Week 12, Mon get artwork files, fonts and
- pantones Week 14, Mon
- Brief main contractor on shell spec, carpets & packages Week 15, Mon
- Budget update Week 18, Mon
- Brief Features Week 21, Mon
- Budget update Week 24, Mon
- Create signage schedule & send off for concepts Week 24, Mon
- Venue meeting Week 25, Mon
- Confirm traffic & security schedules Week 26, Mon
- Order AV Week 27, Mon
- Order phones & internet Week 28, Mon
- Order electrics Week 29, Mon

### WEEKS 42 - 47

- Cross check sponsor reqs Week 42, Mon
- Budget update Week 42, Mon
- Order contra reqs Week 43, Mon
- Raise POs Week 44, Mon
- Write Event Safety Plan Week 45, Mon
- Write Crisis Management Plan Week 45, Mon
- Budget update Week 46, Mon
- Order petty cash, check if onsite float is needed Week 47, Mon
- Pre-show Production meeting with main contractors Week 47, Mon
- Check next year's floorplan and hosting agreement Week 47, Mon
- Recheck all orders Week 47, Mon

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### WEEKS 48 - 50

- Consolidate plan Week 48, Mon
- Secure next year's accommodation & agent
- Week 48, Mon
- Budget update Week 48, Mon
- Get features into production Week 48, Mon
- Get main signage signed off Week 49, Mon
- Create carpet tile cut in plan Week 49, Mon
- Budget update Week 50, Mon
- Walling off plan Week 50, Mon
- Request Mark out plan & send Week 50, Mon
- Send YAH & Timetables Week 50, Mon

### WEEKS 51 - 55

- Budget update Week 51, Mon WEEK 51- 55
- Brief site managers/onsite team Week 52, Mon
- Budget closure Week 54, Mon
- Write to noughties - late plans, non-compliance
- etc. Week 55, Mon
- Wash up meetings - client, contractor, venue
- Week 55, Mon