



Implementation phase

Shortly before start

- Acceptance by event service and, if necessary, safety & environment and any other offices
- Early meeting point, briefing with personnel, clear allocation of tasks
- Have emergency plans/numbers ready
- Set up technology, furniture and infrastructure incl. testing
- Check signaling

During the event

- Event/participant support (possibly press support)
- Check cleanliness (waste garbage cans, sanitary facilities, ashtrays)
- Control of drinks/catering
- Adherence to time schedule

Directly after the event

- Dismantling of furniture, technology, decoration
- Return of the rental equipment
- Waste collection, cleaning of furniture and infrastructure
- Waste separation and disposal, recycling of leftovers
- Report used fire extinguishing equipment to Safety and Environment Department
- First wrap-up/debriefing with staff and feedback round in the organization team

Notes

