



EVENT MANAGER CHECKLIST

O'Brien Productions wants to make your event planning job simple. This list will assist you in managing the basic requirements for your on-site company picnic, corporate event, or special event. It is quite a detailed task planning an event, but remember that O'Brien Productions is here to guide you through it. We can handle the entire event, including all the small details or provide you only the services, equipment or supplies you need to make your event a success. Refer to the specific sections in our [Rental Catalog](#) for more information and event requirements.

Use this checklist to manage your event details:		
Event Marketing:		
<input type="checkbox"/>	Flyers	flyers or signs for break rooms, bathrooms, by time clocks, entrances, etc.
<input type="checkbox"/>	Invitations / Email invites	invite guests via internet, mobile device or direct mail
<input type="checkbox"/>	Promotional Giveaways	custom logo t-shirts, coozie coolers, cups and more
Site Preparation:		
<input type="checkbox"/>	Electricity	electricity required to run inflatables, concession items, fans, lights, microphones, DJ booth, band instruments; extension cords and generators
<input type="checkbox"/>	Water	water source for dunk tanks, mister tents, water inflatables, concession
<input type="checkbox"/>	Pest Control	treat for ants, mosquitoes and bees where children will be playing.
<input type="checkbox"/>	Grass	cut grass a few days before event to prevent grass clippings from gathering on guest's shoes and clothing
<input type="checkbox"/>	Underground Utilities	mark off all underwater sprinkler systems, electrical wires, etc. before placing stakes into grounds for tents and inflatables
<input type="checkbox"/>	Security	police officer or volunteer to direct traffic and watch over parked cars
<input type="checkbox"/>	Directional Signage	directional signage creating an easy path for your guests to follow
<input type="checkbox"/>	Valet Service	valet service for parking guests vehicles
<input type="checkbox"/>	Shuttle Service	shuttle service to transport guests from parking area to event site



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Event Site:		
<input type="checkbox"/>	Security	police officer to mingle among crowd to keep all guests safe
<input type="checkbox"/>	Boundaries	colored tape or roping to create boundaries for event area; poles or stakes as needed
<input type="checkbox"/>	Tents	tent size based on expected guests, open/green space, food display/service areas; tents need to be weighted down or staked into pavement or grass (may require water source if water weights are used)
<input type="checkbox"/>	Seating and Dining	seating for every guest or percentage seating
<input type="checkbox"/>	Climate Control	fans or heaters for guests comfort; misters for hot summer day events (misters require power and water)
<input type="checkbox"/>	Garbage	trash cans and liners; removal of waste at end of event (dumpster may need to be rented if one is not provided on-site)
<input type="checkbox"/>	Restrooms / Changing Stations	restroom needs (porta potties, porta toilet trailers or site may have restrooms); space for entertainers to practice and change into costume
<input type="checkbox"/>	First Aid	plan of action in case of an emergency; first aid supplies on hand
<input type="checkbox"/>	Decor	décor for tents, tables and site (colorful balloons, pennants, sky dancers and props)

Refer to the specific sections in our website's [Rental Catalog](#) for more information and event requirements.

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