

# MEMO | MC – Lead Checklist

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## **Pre-Event @ Office**

- Be on time to the office
- Remind team to clock in
- Account for everyone on your team
- Check Binder (including ,novelties, t-shirts) with team
- Check pull sheet
- Check vehicle to ensure all gear has been included within pack
- Approve who is leaving after the show from the venue
- Determine who is driving
- Leave on time or ahead of schedule

## **Pre-Event @ Venue**

- Check in with venue point of contact and share agenda
- Load In event with team
- Determine and direct on set up tasks
- Test all gear and media
- Prep Novelties (If applicable), ensure all extra entertainment is operational
- Distribute agendas with vendors and answer questions
- Lead event “pep talk” to prepare team
- Costume Change
- Stretch dancers
- Check in with host and all other vendors

## **During Event**

- Prepare all important people before a formality takes place
- Check in with catering to make sure we are on time
- Check in with team all evening individually (coach the team on engagement with guests)
- Track the iNet Camera
- Check in with guest and venue point of contact
- Pass out all novelties
- Shout out to the staff and vendors at the end of the event

## **Post-Event @ Venue**

- Take IGR Shot
- Thank the guest and follow up about evaluation
- Post event “pep talk” and assign all load out tasks
- Say goodbye to everyone
- Costume Change
- Lead team during load out
- Check venue to make sure all gear has been packed

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- Secure all equipment in vehicle before leaving venue

**Post-Event @ Office**

- Touch base with check in staff
- Load out all gear with the team
- Return book bag and binder (and keys if driving RTH vehicle)
- Clean up your mess within the vehicle and office
- Complete EOS
- Fuel and Return Penske
- Make sure everyone clocks out