

Event Day Command Book

Run every cue, vendor, and change from one iPad.

A live event compresses vendor arrivals, room setup, staff, catering, AV cues, and teardown into one dependency-heavy timeline where small misses become expensive failures.

01 ALIGN

CAPTURE ONCE. HAND OFF CLEANLY.

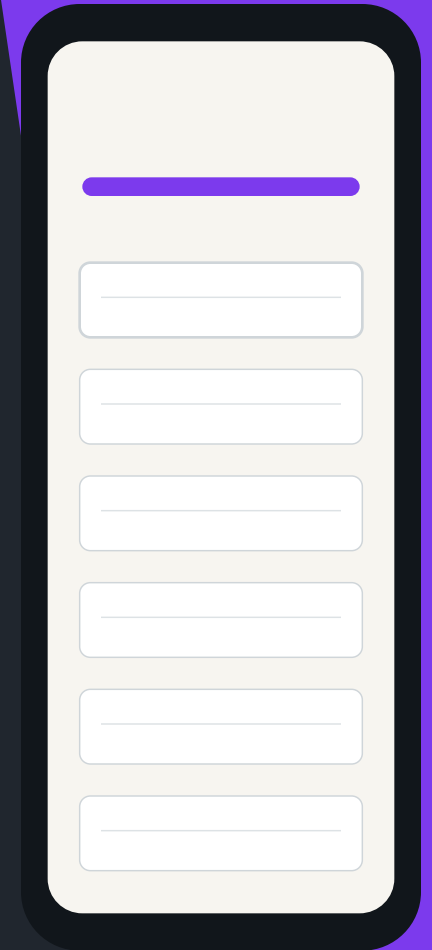
02 LOAD IN

CAPTURE ONCE. HAND OFF CLEANLY.

03 READY

CAPTURE ONCE. HAND OFF CLEANLY.

GALLERY EDITION - FREE PUBLIC NOTE



Event Snapshot and Contacts

ALIGN

LOAD IN

READY

RUN

RESOLVE

STRIKE

Event Snapshot and Contacts

Record the source, unit, and operating condition beside every value

ITEM	PLANNED QTY	ACTUAL QTY	VARIANCE	OWNER	NOTE

REFERENCE CONDITION / BASELINE

INTERPRETATION / LIMITATION

NEXT TEST / NEXT ACTION

Vendor Arrival and Load-In

ALIGN

LOAD IN

READY

RUN

RESOLVE

STRIKE

AREA / ASSET / WORK UNIT

LOCATION / REFERENCE

PHOTO / SOURCE IDS

TIME	CUE	ACTION	OWNER	LOCATION	STATUS

SKETCH / SEQUENCE / WORKING NOTES

UNKNOWNNS / DECISION NEEDED

Master Run of Show

ALIGN

LOAD IN

READY

RUN

RESOLVE

STRIKE

Master Run of Show

Record the source, unit, and operating condition beside every value

ITEM	PLANNED QTY	ACTUAL QTY	VARIANCE	OWNER	NOTE

REFERENCE CONDITION / BASELINE

INTERPRETATION / LIMITATION

NEXT TEST / NEXT ACTION

Venue and Room Readiness

ALIGN

LOAD IN

READY

RUN

RESOLVE

STRIKE

Venue and Room Readiness

Mark only what was actually observed; use notes for limits and exceptions

☐ Signage placed

☐ Registration materials ready

☐ Speaker or talent arrival confirmed

☐ Green room ready

☐ Accessibility needs staged

☐ Photography positions confirmed

☐ Transport movements confirmed

☐ Weather backup decision set

☐ Vendor deliverables checked

☐ Rental inventory counted

☐ Client closeout items listed

☐ Post-event follow-up assigned

OBSERVED EXCEPTION / LIMITATION

REQUIRED ACTION / OWNER / DUE

ID	FINDING	EVIDENCE	OWNER	DUE	STATUS

Live Change and Decision Log

ALIGN

LOAD IN

READY

RUN

RESOLVE

STRIKE

CRITICAL VENDOR LATE?

WEATHER PLAN NEEDED?

AV OR POWER ISSUE PRESENT?

ROOM NOT READY ON TIME?

REQUIRED APPROVAL MISSING?

GUEST FLOW OR TIMELINE AT RISK?

ID	RISK / EXCEPTION	TREATMENT	OWNER	DUE	STATUS

Guest and Program Checkpoints

ALIGN

LOAD IN

READY

RUN

RESOLVE

STRIKE

Guest and Program Checkpoints

Record the source, unit, and operating condition beside every value

ITEM	PLANNED QTY	ACTUAL QTY	VARIANCE	OWNER	NOTE

REFERENCE CONDITION / BASELINE

INTERPRETATION / LIMITATION

NEXT TEST / NEXT ACTION

Strike and Client Handoff

ALIGN

LOAD IN

READY

RUN

RESOLVE

STRIKE

Handoff gate

Close the record only when every exception has an owner and next step

- ☐ Final timeline distributed
- ☐ Vendor deliverables checked
- ☐ Strike owners released
- ☐ Client follow-ups assigned
- ☐ Open changes communicated
- ☐ Rental items counted
- ☐ Venue exceptions recorded
- ☐ Closeout time recorded

CLIENT-READY OUTCOME SUMMARY

OPEN WORK / LIMITATION / QUOTE ITEM

PRIORITY	NEXT ACTION	EVIDENCE / SOURCE	OWNER	DUE	STATUS