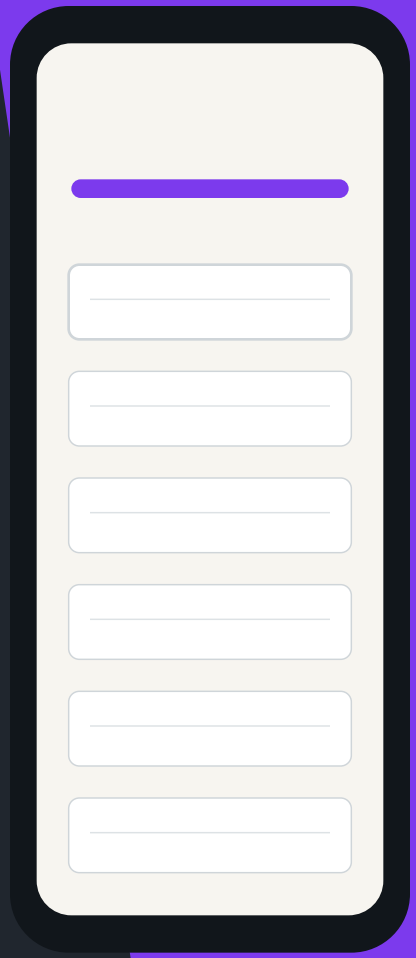
FIELD-READY IPAD NOTEBOOK

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

Duplicate the clean master before every job. Keep completed records private.

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

UNKNOWNS / 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
- [ ] Open changes communicated
- [ ] Vendor deliverables checked
- [ ] Rental items counted
- [ ] Strike owners released
- [ ] Venue exceptions recorded
- [ ] Client follow-ups assigned
- [ ] Closeout time recorded

CLIENT-READY OUTCOME SUMMARY

OPEN WORK / LIMITATION / QUOTE ITEM

PRIORITY	NEXT ACTION	EVIDENCE / SOURCE	OWNER	DUE	STATUS