

Setup/breakdown checklist

Date: July 23, 2026

Timeline

07:00 – 07:30 Venue Access & Initial Inspection

Load-in doors are unlocked for staff access and a pre-event facility inspection is conducted with the venue manager. Safety pathways and electrical access points are checked.

Location: Main Ballroom, Grand Horizon Center

07:30 – 09:00 AV Equipment Delivery & Rigging Setup

The AV technical crew unloads audio, lighting, and video equipment from the delivery truck. Rigging structures, projectors, and main stage speakers are installed and wired.

Location: Main Stage & Production Booth

09:00 – 10:30 Floral & Décor Load-In

Decorators unload floral centerpieces, stage drapery, and entrance installations. All arrangements are placed according to the approved venue floor plan.

Location: Main Ballroom & Foyer

10:30 – 12:00 Catering Equipment & Dining Setup

The catering team unloads warming ovens, chinaware, linens, and beverage stations. Tables are dressed and organized for the event service.

Location: Banquet Hall & Prep Kitchen

12:00 – 13:00 AV Sound & Light Check

Technicians test all wireless microphones, stage lighting cues, and presentation slides to ensure technical readiness. Audio levels are balanced across all room zones.

Location: Main Stage

13:00 – 13:30 Pre-Event Final Walkthrough

The lead event coordinator conducts a final walkthrough with all vendor leads to verify layout accuracy, AV readiness, and emergency exit clearance.

Location: Entire Venue

14:00 – 19:00 Main Event Execution

The scheduled main event takes place while logistics staff remain on standby in designated zones to manage real-time operational needs.

Location: Grand Horizon Center

19:00 – 20:00 Rental Décor & Floral Teardown

Decorators dismantle stage drapery, floral arches, and tabletop centerpieces once guests vacate the hall. Delicate items are wrapped and packed into transit crates.

Location: Main Ballroom & Foyer

20:00 – 21:30 AV Equipment Dismantling & Load-Out

Audio-visual technicians power down, strike, and pack all speakers, lighting rigs, and projection screens into road cases for truck loading.

Location: Main Stage & Production Booth

21:30 – 22:30 Catering Clean-Up & Kitchen Load-Out

Catering staff clear remaining food, wash service items, and pack rental equipment back onto transport trucks. Waste and recycling are cleared from prep areas.

Location: Prep Kitchen & Banquet Hall

22:30 – 23:00 Final Venue Walkthrough & Handover

The event coordinator performs a post-event walkthrough with the venue owner to document facility condition, ensure clean breakdown, and return keys.

Location: Main Ballroom & Loading Bay