

Event Venue Security Sweep Checklist

Perimeter & Entrances

- ☐ All external doors secured
- ☐ Windows locked and intact
- ☐ Perimeter fences/gates checked
- ☐ Access points monitored

Interior Areas

- ☐ Emergency exits accessible
- ☐ Restrooms inspected
- ☐ Storage rooms checked
- ☐ Utility areas clear

Security Equipment

- ☐ CCTV systems operating
- ☐ Alarm systems armed/tested
- ☐ Fire extinguishers inspected
- ☐ Communication tools functional

Staff & Visitor Screening

- ☐ Screening stations set up
- ☐ Badges and IDs checked
- ☐ Bag checks in place
- ☐ Staff briefed on procedures

Additional Notes