

## Event Emergency Checklist

*Preparedness Meets Peace of Mind — A Resource by Rubicorn Event Management*

At Rubicorn Event Management, we know that even the most flawlessly planned events can encounter the unexpected. Whether it's a weather disruption, guest emergency, or vendor delay, being prepared makes all the difference. That's why we've created this comprehensive **Event Emergency Checklist**—a must-have guide to ensure every event runs smoothly, no matter what comes your way.

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### ✓ 1. Communication Essentials

Clear and instant communication is the cornerstone of effective crisis management.

- Team contacts list with phone numbers and roles
  - Group chat or walkie-talkie setup for real-time updates
  - Designated command post or coordination point
  - Signage for rerouting or location changes
  - Venue contacts and security number on hand
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### ✓ 2. Health & Safety Preparedness

Protecting the well-being of your guests and team is always a priority.

- Fully stocked first-aid kit
  - Emergency medical contacts and nearest hospital info
  - Masks, gloves, hand sanitizer (if required)
  - Clear access to emergency exits and fire extinguishers
  - Staff trained in basic first aid or CPR (if applicable)
  - On-site emergency lead assigned
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### ✓ 3. Weather Contingency Plan

Outdoor event? Don't let the weather steal the spotlight.

- Monitor weather forecasts leading up to event day
- Tents, umbrellas, and covered alternatives ready
- Indoor backup venue or reconfiguration plan

- Mats or carpets for muddy or wet conditions
  - Guest communication plan for weather-related changes
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#### ✓ 4. Logistics & Guest Flow

Smooth logistics make for a seamless guest experience—even during disruption.

- Parking and transportation backup options
  - Clear directional signage for all key areas
  - Accessibility plan for guests with special needs
  - Lost-and-found protocol in place
  - Crowd control and emergency exit strategy
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#### ✓ 5. Catering & Food Safety

Ensure meals are safe, on-time, and accommodating to every guest.

- Dietary restrictions confirmed in advance
  - Food kept at safe temperatures
  - Bottled water and extra snacks available
  - Point person for catering-related concerns
  - Backup plan for vendor delays or no-shows
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#### ✓ 6. Documentation & Insurance

Keep your critical paperwork organized and accessible.

- Copies of contracts, permits, and floor plans
  - Event insurance documents
  - Vendor insurance and liability confirmations
  - Incident report forms
  - Emergency protocol documentation
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#### ✓ 7. Guest Services & Staffing

Ensure your team is briefed and ready to act with confidence.

- Team members assigned to emergency roles
  - Runners/floating staff available to troubleshoot
  - Welcome team briefed on protocols
  - Extra hands for guest support or re-routing
  - Printed event schedules with emergency contacts
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## ✓ 8. PR & Communication Response

Stay in control of your narrative with proactive communication.

- Pre-prepared holding statement for emergencies
  - Assigned spokesperson or team lead for media
  - Social media monitoring for guest concerns
  - Backup content plan for digital disruptions (e.g. livestream issues)
  - Guest communication tree (SMS, email, or push notification options)
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### Rubicorn Tip:

**Always conduct a final emergency run-through with your team before doors open.** Assign clear roles, confirm communication channels, and walk through worst-case scenarios together.

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### Confidence Comes with Preparation

At Rubicorn Event Management, we don't just design beautiful events—we anticipate, plan, and protect every moment. This checklist is part of our commitment to excellence, so you and your guests can enjoy the experience with confidence and calm.

✉ **Ready to plan your event with Rubicorn by your side?**

Let's talk.