

POST ASSIGNMENT CARD

Photocopy one per staff member. Fill in before the briefing. Cut on the dashed line — each card fits a half-sheet.

POST ASSIGNMENT CARD

Read it in two minutes. Shirt pocket. Work from it all night.

NAME: _____ POST: _____

LOCATION: _____

Be specific. Not "main gate" — "main gate, left lane, facing the parking lot."

YOUR JOB (ONE SENTENCE): _____

RADIO CHANNEL: _____ SUPERVISOR: _____

CALL YOUR SUPERVISOR IF YOU SEE:

1. _____
2. _____
3. _____

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PRE-EVENT SITE WALK CHECKLIST

Walk the venue before setup. Empty building, no clock running. Bring this page and a pen.

ENTRY AND GATES

- ☐ From the parking lot, is it obvious which direction the gate is?
- ☐ Are general, will-call, and VIP admission types separated?
- ☐ Anything creating a bottleneck before patrons reach the gate?
- ☐ Room for the line to form without backing into vehicle traffic?

LIVESTOCK CORRIDOR

- ☐ Where does the livestock path cross or run near patron walkways?
- ☐ At each crossing: natural barrier, or a person needed during movement?
- ☐ Does livestock timing conflict with peak patron presence?
- ☐ Movement schedule confirmed with the stock contractor?

CROWD MOVEMENT

- ☐ Where will the line compress at intermission?
- ☐ Corridors that look wide on the diagram but narrow when walked?
- ☐ Where do people naturally stop and stand?
- ☐ Clear path for someone who needs to leave quickly?

MEDICAL ACCESS

- ☐ Can a stretcher reach every section without being blocked?
- ☐ Where is the nearest medical resource? Does the floor team know?
- ☐ Can you reach the stands during the standing championship round?

WHAT THE FLOOR PLAN DOESN'T SHOW

- ☐ What is different about this venue in real life vs. on paper?
- ☐ What happened last event here that wasn't planned for?
- ☐ If something goes wrong tonight, where is it most likely?

NOTES FROM THE WALK

Every item you wrote down is one of four things: a post that needs to exist, a sign or barrier to place before gates open, a conversation with the venue or stock contractor, or a briefing item. If you wrote nothing down, walk it again.