



EVENT STAFFING CHECKLIST

Redman Janny Quality Janitorial Services | Fairs, Festivals & High-Traffic Venues

EVENT CREW RANGE

5 - 50 STAFF

EVENT / VENUE	DATE(S)	SHIFT HOURS	EST. ATTENDANCE	ONSITE CONTACT	PHONE / RADIO
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1. STAFFING PLAN & ASSIGNMENTS

ROLE / ZONE	PLAN	CHECK-IN	LEAD	RADIO	NOTES
Event Supervisor / Client Liaison	___	☐	___	☐	
Restroom Teams	___	☐	___	☐	
Grounds / Litter Patrol	___	☐	___	☐	
Trash Collection / Hauling	___	☐	___	☐	
Arena / Grandstand Crew	___	☐	___	☐	
Food Court / Table Bussing	___	☐	___	☐	
Floaters / Rapid Response	___	☐	___	☐	
Break / Relief Coverage	___	☐	___	☐	

QUICK STAFFING SCALE (ADJUST TO VENUE CONDITIONS)

5-10

Small / limited zones

11-20

Moderate / multi-zone

21-35

Large fair or festival

36-50

Major event / extended hours

2. PRE-EVENT READINESS

- ☐ Contract scope, venue map and service schedule reviewed with client.
- ☐ Crew roster confirmed; call time, parking, entrance and credentials distributed.
- ☐ Zone leads assigned; emergency contacts and chain of command confirmed.
- ☐ Radios/phones charged, labeled and tested; primary and backup channels set.
- ☐ PPE, uniforms, gloves, high-visibility vests and weather gear verified.
- ☐ Carts, liners, restroom supplies, chemicals, tools and equipment staged.
- ☐ Break plan, meal coverage, hydration station and relief staffing established.
- ☐ Safety briefing completed: heat, slips, traffic, crowds, livestock and chemicals.

3. OPENING / SHIFT DEPLOYMENT

- ☐ All staff checked in; absences or late arrivals replaced and documented.
- ☐ Each employee received zone, task list, supervisor name and communication method.
- ☐ Restrooms inspected, stocked and photographed before gates open.
- ☐ Trash routes, disposal points and high-volume containers confirmed.
- ☐ Grounds, entrances, food courts, arenas and grandstands inspected before opening.
- ☐ Client/venue contact notified that crews are deployed and ready.

4. DURING EVENT - QUALITY CONTROL

- ☐ Restroom inspection frequency maintained.
- ☐ Liners replaced before containers overflow.
- ☐ Food court tables and floors kept serviceable.
- ☐ Arena/grandstand turnaround completed on time.
- ☐ Spills and urgent calls answered immediately.
- ☐ Supervisors conduct documented zone walks.
- ☐ Crew breaks staggered; all zones remain covered.
- ☐ Attendance/weather changes communicated to leads.
- ☐ Supply levels monitored and replenished early.
- ☐ Client updates provided at agreed intervals.

5. CLOSEOUT & POST-EVENT

- ☐ Final sweep completed; missed areas corrected.
- ☐ Waste moved; equipment and supplies accounted for.
- ☐ Incidents, shortages and complaints documented.
- ☐ Client walkthrough / closeout completed.
- ☐ Clock-out, breaks and overtime verified.
- ☐ After-action notes recorded for next shift.

SHIFT CLOSEOUT

SUPERVISOR	CLIENT / VENUE REP	CREW COUNT	INCIDENT REPORT?	TIME RELEASED	YES ☐ NO ☐
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