EVENT SECURITY INSPECTION CHECKLIST

GENERAL INFORMATION

Name: _____

Date: _____

Location: _____

Perimeter And Access Control

☐ Yes ☐ No — Perimeter fencing is intact with no gaps

☐ Yes ☐ No — All entry gates are staffed by security personnel

☐ Yes ☐ No — Vehicle access points are secured against unauthorized entry

☐ Yes ☐ No — Temporary barriers prevent access to restricted zones

Entry Screening And Credentials

☐ Yes ☐ No — Bag checks are conducted at all public entrances

☐ Yes ☐ No — Metal detectors are operating at designated entry points

☐ Yes ☐ No — Staff credentials are visibly displayed at all times

☐ Yes ☐ No — Ticket holders are verified before venue entry

Crowd Management And Staffing

☐ Yes ☐ No — Security staffing levels match the approved event plan

☐ Yes ☐ No — Ushers are positioned at crowd pinch points

☐ Yes ☐ No — Crowd barriers are correctly positioned throughout venue

☐ Yes ☐ No — Queue lines are controlled to prevent overcrowding

Surveillance And Communications

☐ Yes ☐ No — CCTV cameras cover all main entrances

☐ Yes ☐ No — CCTV monitors are actively watched by assigned staff

☐ Yes ☐ No — Security radios are tested before event opening

☐ Yes ☐ No — Communication channels are known to all security staff

Emergency Preparedness And Evacuation

☐ Yes ☐ No — Emergency exits are clearly marked throughout venue

☐ Yes ☐ No — Emergency exits remain unlocked during the event

☐ Yes ☐ No — Evacuation routes are clear of obstructions

☐ Yes ☐ No — First aid stations are clearly signed for attendees

Restricted Areas And Asset Protection

☐ Yes ☐ No — Backstage access is limited to authorized credential holders

☐ Yes ☐ No — Performer areas are secured from public access

☐ Yes ☐ No — VIP areas have dedicated security coverage

☐ Yes ☐ No — Cash handling areas are secured from unauthorized access

Incident Reporting And Documentation

☐ Yes ☐ No — Incident log is available at security command post

☐ Yes ☐ No — Security incident reports are completed for each incident

☐ Yes ☐ No — Lost property procedures are posted at information points

☐ Yes ☐ No — Event security plan is available to supervisory staff

FINAL NOTES

Inspector Comments:

_____

_____

_____

_____

Inspector Name: _____

Inspector Email: _____

Inspection Date: _____

☐ **I confirm this inspection was completed accurately**

Powered by: FIELD EAGLE www.fieldeagle.com