**[Your Company Name]**

Checklist 3: Event-Specific Security Checklist

**Event Details:**

● Event Name: Music Festival

● Date: 09/15/2024

● Location: City Park

● Shift Start Time: 12:00 PM

● Shift End Time: 10:00 PM

● Security Guard Name: Alex Johnson

**Uniform and Equipment Check:**

[x] Uniform is worn correctly and is clean

[x] Identification badge and event credentials displayed

[x] All necessary equipment (e.g., radio, flashlight, first aid kit) checked and in working condition

**Crowd Management:**

[ ] Monitor crowd density at the main stage and entrance gates

[ ] Identify and address potential crowd control issues (e.g., overcrowding, altercations)

[ ] Assist with entry and exit procedures, ensuring a smooth flow of attendees **Access Control:**

[ ] Verify credentials and check guest lists at VIP and backstage areas

[ ] Control access to restricted areas (e.g., artist areas, production zones) [ ] Prevent unauthorized entry and handle any attempts to breach security **VIP Protection:**

[ ] Escort and protect designated VIPs as assigned

[ ] Maintain a secure perimeter around VIP areas and green rooms **Incident Reporting:**

[ ] Document any incidents, observations, or unusual occurrences in the logbook

[ ] Report any medical emergencies, lost children, or disruptive behavior to the appropriate personnel

**Log Entries and Documentation:**

[ ] Maintain accurate and detailed records of all activities and observations during the shift

**Post-Specific Duties:**

[ ] Manage parking and direct traffic flow

[ ] Coordinate with event staff and volunteers

[ ] Handle lost and found items

**End of Shift Duties:**

[ ] Assist with event breakdown and crowd dispersal

[ ] Secure all event areas and equipment

[ ] Complete final log entries and hand over duties to the next shift or event staff