



BC Event Security Planning Checklist

For Fraser Valley, Lower Mainland, and Metro Vancouver event organizers

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Zentra Protection Limited

Organizer handoff sheet

Use this before security arrives. Attach your site map, schedule, local event details, and confirm current requirements with the applicable authority.

1. Event basics

Event name:	_____	Event date:	_____
Event location:	_____	Municipality:	_____
Public hours:	_____	Expected attendance:	_____
Setup start:	_____	Teardown end:	_____
Primary organizer:	_____	Phone:	_____

2. Site map and access points

- | | |
|--|---|
| ☐ Site map attached | ☐ Parking instructions confirmed |
| ☐ Guard arrival point marked | ☐ Parking pass process confirmed |
| ☐ Public entrance marked | ☐ Restricted areas marked |
| ☐ Staff/vendor entrance marked | ☐ Washroom/lineup areas marked |
| ☐ Performer or production access marked | ☐ First-aid point marked if applicable |
| ☐ Emergency access route marked | ☐ Venue or city contact known |

Tip: Mark public, vendor-only, staff-only, restricted, and equipment zones clearly on the site map.

3. Stage and equipment watch

- | | |
|---|---|
| ☐ Stage location marked | ☐ Loading/unloading route planned |
| ☐ Band or performer equipment listed | ☐ Who can enter equipment zone confirmed |
| ☐ AV/sound equipment area marked | ☐ Equipment arrival time confirmed |
| ☐ Generator/power area noted | ☐ Equipment teardown time confirmed |
| ☐ Backstage or restricted area defined | ☐ Overnight equipment plan confirmed |

Equipment left on-site? _____

4. Vendor, food truck, and service areas

- | | |
|---|---|
| ☐ Vendor row marked | ☐ Temporary storage identified |
| ☐ Food truck area marked | ☐ Generator/cable areas noted |
| ☐ Vendor loading route confirmed | ☐ Service corridor kept clear |
| ☐ Cash/product points considered | ☐ End-of-day vendor exit planned |

Reminder: Requirements can vary by municipality, venue, event type, public access, structures, attendance, and alcohol service. Confirm current rules before finalizing coverage.



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5. Coverage timing and guard planning

- | | |
|---|---|
| ☐ Setup coverage needed | ☐ Stage/equipment post assigned |
| ☐ Public event hours covered | ☐ Access point post assigned |
| ☐ Break coverage planned | ☐ Vendor area post assigned |
| ☐ Teardown coverage needed | ☐ Parking observation assigned |
| ☐ After-hours checks needed | ☐ Liquor-area post if applicable |

Guard count depends on layout, access points, equipment, alcohol, parking, crowd flow, setup, teardown, and whether one guard is expected to be in more than one area.

6. Liquor-area planning if applicable

- | | |
|---|---|
| ☐ BC SEP or venue requirements checked | ☐ Responsible contact confirmed |
| ☐ Liquor area marked on site map | ☐ Age-control process understood |
| ☐ Entry/exit points identified | ☐ Escalation process confirmed |

7. Contacts, communication, and reporting

- | | |
|--|---|
| Primary contact: _____ | Phone: _____ |
| Secondary contact: _____ | Phone: _____ |
| ☐ Radio or phone method confirmed | ☐ Lost/found process confirmed |
| ☐ Emergency process confirmed | ☐ Post-event debrief contact confirmed |
| ☐ Incident report required | ☐ Property handoff process confirmed |
| ☐ Photo updates requested | ☐ Invoice/contact details confirmed |

8. Municipality or local authority checked

- | | |
|---|---|
| ☐ Chilliwack | ☐ Langley |
| ☐ Abbotsford | ☐ Surrey |
| ☐ Mission / Hope | ☐ Burnaby / Richmond / Coquitlam |
| ☐ Harrison Hot Springs | ☐ Vancouver / Metro Vancouver |

Other: _____

9. Notes and post-event follow-up

Need a practical event coverage plan?

Send your site map, event date, setup time, teardown time, and coverage goals to Zentra Protection.