

Smaller Private Event Security Checklist

A free checklist provided by [Titan Security Europe](#)

A sample event security checklist for small private events with less than 100 attendees:

1. Threat Assessment:

- Identify potential security threats for the event and surrounding area.
- Evaluate the potential risk of each threat.
- Determine appropriate measures to mitigate identified risks.

2. Emergency Planning:

- Develop a clear evacuation plan for the event.
- Identify emergency exits and ensure they are clearly marked.
- Identify and appoint a designated Emergency Response Team.
- Arrange for emergency medical services to be on standby or nearby.

3. Physical Security:

- Secure the event venue by locking doors and windows.
- Ensure that all access points are monitored and have proper signage.
- Implement security cameras or hire a security guard, if necessary.

4. Personnel Security:

- Conduct background checks on all event staff and volunteers.
- Provide security personnel with proper training and equipment.
- Assign designated security personnel to monitor the event and enforce security protocols.

5. Information Sharing:

- Coordinate with local law enforcement and emergency services to ensure they are aware of the event.
- Share information about potential security threats with event staff and volunteers.
- Provide attendees with clear information about emergency procedures.

6. Alcohol Management:

- Limit the amount of alcohol served at the event.
- Implement an ID check for all attendees who wish to consume alcohol.
- Assign designated staff to monitor alcohol consumption and ensure it is in accordance with local laws.

7. Miscellaneous:

- Make sure that all fire alarms and fire extinguishers are in proper working order.
- Provide sufficient lighting throughout the event venue.
- Ensure that all attendees are aware of the event's rules and regulations.

This event security checklist is a general guide and may need to be adjusted based on the specific requirements of each event. The ultimate goal of this checklist is to ensure that all attendees are safe and secure throughout the event.