



AWARD CEREMONIES

Safety Guide

Event Planning

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Checklist Items

KEY BENEFITS

Recognition

Recognizes and celebrates achievement.

Motivation

Motivates continued excellence and effort.

Community

Builds community and organizational pride.

Standards

Sets benchmarks for quality and success.

KEY HAZARDS & CONTROL MEASURES

Stage Safety

- ✓ Stage edges marked clearly
- ✓ Handrails on stairs
- ✓ Lighting rigs secured
- ✓ Rehearsal time allocated

Crowd Management

- ✓ Seating plan enforced
- ✓ Aisles kept clear
- ✓ Ushers positioned
- ✓ Capacity limits observed

VIP Security

- ✓ VIP areas secured
- ✓ Credential checks
- ✓ Security team briefed
- ✓ Discrete presence maintained

Technical Issues

- ✓ Full technical rehearsal
- ✓ Backup equipment ready
- ✓ Tech crew on standby
- ✓ Power supply tested



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