
SAMPLE ONLY - Rehearsal Venue Preparation Checklist

ITEM	Arrivals / Departures
Unlock venue / Lock	/
Open / Close entry and exit points	/
Open / Close windows and doors providing ventilation	/
Place / Remove signage to manage traffic flows	/
Set up / Remove hand sanitizing stations near entry point	/
Check soap is available in bathroom facilities	/
Sanitize commonly touched surfaces (if pre-cleaning has not been undertaken by venue owner), including door handles, taps, light and power switches, chairs	/
Mark out / Remove personal spacing (chairs or floor markers)	/
Station a team member to direct foot traffic into and out of the venue and remind members of protocols on arrival	/
Check attendance on arrival (if required)	/