



Standard Operating Procedure (SOP)

Title: Wedding Venue Pack Down
Version: 1
Effective Date: 5 February 2024
Prepared by: Tamara Gray

Post-Event Teardown

1. Vendor Teardown:

- Coordinate with vendors for the removal of their equipment and materials once the event concludes.
- Ensure vendors adhere to the venue's rules regarding cleanup and departure times.

2. Furniture and Decoration Removal:

- Carefully dismantle all furniture and decorations, ensuring nothing is damaged.
- Store reusable items properly and dispose of or recycle any disposable items.

3. Venue Cleanup:

- Conduct a thorough cleanup of the venue, ensuring it is returned to its original condition.
- Report any damages or issues to the Venue Manager immediately.

4. Final Inspection:

- Perform a final inspection of the venue to ensure all items have been removed and the space is clean.
- Secure the venue once the inspection is complete.

Documentation and Reporting

1. Setup Report:

- Complete a report detailing the setup process, noting any issues encountered and how they were resolved.
- Submit the report to the Wedding Coordinator for review.

2. Post-Event Review:

- Participate in a post-event review meeting with the Wedding Coordinator and team to discuss the setup process and identify areas for improvement.