[ORGANISATION NAME]
[Address] [Phone] [Email]

Event Venue Operations Handover

Event / venue: _____ Handover date / time: _____

Outgoing coordinator: _____ Receiving coordinator: _____

Zone / supplier	Status	Remaining action	Owner / deadline

Venue readiness

Access / keys / passes handed over: _____

Equipment and supplier contacts: _____

Outstanding guest or accessibility requests: _____

Closeout

Damage or incident references: _____

Final walkthrough / both signatures: _____