

EP vs. Event Security: Pre-Event Coverage Checklist

Use before any conference, fundraiser, public appearance, or large gathering.

KNOW WHO'S RESPONSIBLE FOR WHAT

- ☐ Police on site protect the public and respond to threats — not your individual.
- ☐ Venue security manages the building, credentials, and crowd flow — not your movements.
- ☐ Confirm in writing: who is specifically responsible for the principal at this event?

72 HOURS BEFORE THE EVENT

- ☐ Share the principal's full schedule, role, and exposure level (speaker, VIP, host, attendee).
- ☐ Identify family members or guests attending — coverage often extends to the family unit.
- ☐ Confirm transportation: driver, vehicle staging, primary and alternate routes.
- ☐ Request the venue floor plan; mark entrances, exits, restrooms, green rooms, and safe areas.
- ☐ Vet the guest list or attendee profile for known risks, persistent contacts, or media.

DAY OF: ARRIVAL & POSITIONING

- ☐ Pre-arrival sweep of arrival point, holding area, and stage or seating location.
- ☐ Discreet arrival route — avoid main entry photo lines unless required.
- ☐ Pre-positioned EP at seating; clear line of sight to the principal at all times.
- ☐ Identify two exit paths from every room the principal will occupy.
- ☐ Confirm meeting points and signal in case of separation from family or staff.

DURING THE EVENT: WHAT EP WATCHES THAT OTHERS DON'T

- ☐ Persistent or emotionally escalated approachers (autograph seekers, grievance contacts).
- ☐ Sudden crowd surges, protests moving closer, or unauthorized media.
- ☐ Fire alarms, medical events, or power loss — move principal away while others move toward.
- ☐ Family member positioning — no one in the party left isolated or unattended.
- ☐ Phone, badge, and personal items kept secure; no candid photos of family without consent.

DEPARTURE & AFTER-ACTION

- ☐ Vehicle staged and running before principal exits the room.
- ☐ No lingering in lobbies, valet lines, or parking structures.
- ☐ Confirm safe arrival at next location (hotel, residence, airport).
- ☐ Brief debrief: anything unusual, anyone of concern, anything to flag for next event.

DECISION TRIGGER: WHEN TO BRING EP TO AN EVENT

- ☐ Public profile, wealth, controversy, recent media coverage, or pending litigation.
- ☐ Event is open to the public, livestreamed, or politically charged.
- ☐ Family members (especially children) are attending alongside the principal.
- ☐ You cannot answer: 'Who is specifically responsible for this individual right now?'