

Pre-Event Executive Security Checklist

A one-page guide for executives attending high-profile events without a protective detail

72 HOURS BEFORE

- ☐ Review guest list and speaker lineup for risk profile
- ☐ Audit your digital footprint (search yourself)
- ☐ Set social profiles to private around event dates
- ☐ Confirm venue address, entrances, and parking
- ☐ Identify nearest hospital and trauma center
- ☐ Brief one trusted contact on itinerary and check-in time
- ☐ Verify driver, vehicle, and pickup/egress points
- ☐ Pre-arrange a code word that means 'leave now'

DEVICES & INFORMATION

- ☐ Install/test VPN for hotel and conference Wi-Fi
- ☐ Disable AirDrop, Bluetooth discovery, auto-connect
- ☐ Enable remote-wipe on phone and laptop
- ☐ Remove sensitive files from devices you'll carry
- ☐ Avoid posting real-time location or itinerary
- ☐ Lock down geotagging on photos
- ☐ Carry a charged power bank and backup SIM if traveling

ARRIVAL & FIRST 5 MINUTES

- ☐ Use the designated VIP or secure entrance
- ☐ Identify all room exits — not just the main doors
- ☐ Note choke points (stairwells, narrow halls)
- ☐ Locate uniformed law enforcement and event security
- ☐ Choose a seat with a view of the room and an aisle
- ☐ Avoid being trapped against a wall or in a tight booth

DURING THE EVENT

- ☐ Limit alcohol — treat the evening as a work environment
- ☐ Watch for pre-incident indicators (fixation, agitation)
- ☐ Keep valuables and devices on your person, not at table
- ☐ Treat all public conversations as on the record
- ☐ Step away from the orbit of the most controversial guest
- ☐ If something feels wrong — move and notify security

BRING EP IF ANY APPLY

- ☐ Known threat, stalking history, or recent litigation
- ☐ You are speaking, honored, or named in the program
- ☐ Carrying sensitive documents, devices, or assets
- ☐ Politically polarizing event or planned protests
- ☐ International travel or elevated-risk destination
- ☐ Family or principal attending with you