VENUE AND EVENT MANAGERS

Event venue carpet and upholstery cleaning

Find the working window between event breakdown and the next crew's load-in. Scope permanent carpet, function rooms and upholstered chairs with the venue team before requesting a survey.

Building and postcode

Venue room, foyer or seating bank

Carpet, spills or chair quantities

Production and catering clear by

Next crew loads in at

Does venue supplier approval need checking?

Confirm who can appoint a specialist and whether the existing cleaning contract covers this area.

Request a site survey

VENUE AND EVENT MANAGERS

Event changeover run sheet

Check with the venue operations manager. Organiser, exhibitor and venue responsibilities can differ, and some venues already include cleaning in the hire agreement.

Last equipment and catering collection

Permanent carpet and seating priorities

Loading route and next production call

Duty manager and actual room handback

Outstanding actions and owner