

Guest List & Credential Management Worksheet

Event Information

Event Name: _____

Venue / Location: _____

Event Date: _____

Doors Open: _____

Event Capacity: _____

Primary Promoter / Organizer: _____

Primary Venue Contact: _____

Guest List Submission Deadline: _____

Guest List Categories

Category	Allocation Limit	Approved Count
Artist Guests		
Crew Guests		
Venue Guests		
Media / Press		
Sponsors / VIP		
Vendors / Contractors		
Family / Personal Guests		
Backstage Credentials		

Guest Information Tracking

Guest Name	Submitted By	Category	Credential Level	Approved
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Credential Access Levels

- General Admission
- VIP Access
- Backstage Access
- All Access
- Media Credential
- Vendor Credential
- Crew Credential

Approval & Authorization Notes

Who Has Final Approval Authority?

Additional Credential Notes

Door & Check-In Procedures

Entry Requirements

- Government ID Required
- Physical Ticket Required
- QR Code / Digital Credential

- Wristband Assignment
- Badge Assignment

Will-Call / Check-In Notes

Security & Operational Coordination

Item	Confirmed
Security Staff Briefed	<input type="checkbox"/>
Credential Colors Assigned	<input type="checkbox"/>
Backstage Restrictions Reviewed	<input type="checkbox"/>
Capacity Limits Reviewed	<input type="checkbox"/>
Door Staff Received Updated Lists	<input type="checkbox"/>
Emergency Procedures Reviewed	<input type="checkbox"/>

Capacity & Operational Review

Category	Count
Tickets Sold	
Confirmed Guests	
VIP Credentials	
Backstage Credentials	
Remaining Capacity	

Entry Issue Documentation

Issue	Resolution

Guest List Conflict Documentation

Issues Encountered

- Unauthorized Guest Request
- Duplicate Submission
- Credential Misuse
- Aggressive Entry Behavior
- Unauthorized Backstage Access Attempt
- Capacity Limitation Conflict
- Missing Identification
- Unapproved Plus-One Request

Incident Notes

Post-Event Review

Question	Completed
Guest list remained organized	<input type="checkbox"/>
Door communication functioned clearly	<input type="checkbox"/>
Capacity limits respected	<input type="checkbox"/>
Credential access controlled properly	<input type="checkbox"/>
Entry disputes handled professionally	<input type="checkbox"/>
Security coordination remained effective	<input type="checkbox"/>
Operational problems documented	<input type="checkbox"/>

Future Improvements

Final Notes