

Preparing for Safe and Secure Company Events

Hosting a large-scale event — whether a company offsite, annual meeting, or user conference — requires thoughtful attention to the safety and well-being of your attendees and staff. While there’s no one-size-fits-all approach, this checklist outlines key considerations to help you proactively evaluate potential risks, coordinate with the right partners, and shape a security strategy that fits your event’s specific needs.

Early planning: Internal coordination

Align with internal teams early

Start by identifying who will be involved in the security planning process. Depending on the scale and complexity of your event, this might include event operations, executive protection, protective intelligence, or medical leads. Consider holding a planning meeting to clarify roles and gather relevant details before engaging the venue.

Things to consider at this time:

Who are the essential internal and third-party stakeholders?	
What level of coordination is appropriate given the event’s size and scope?	
What is the ideal timeline for ramping up security planning based on your venue and location?	
Who/what are your principals? (like the event, the location, or executives in attendance)	

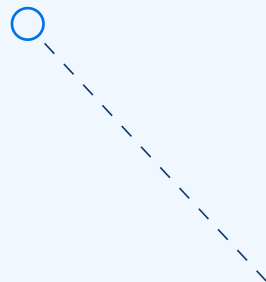
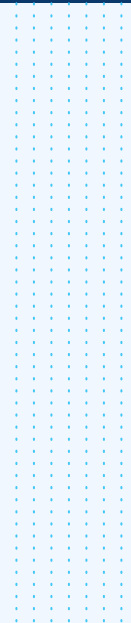
Venue kickoff: Initial collaboration

Connect with the venue and local resources

Once aligned internally, consider scheduling a kickoff meeting with the venue’s security lead and other relevant parties. Depending on your event, including local law enforcement or emergency services may also be helpful.

Topics to discuss:

Details about the event and any early concerns (like known threat actors in the area, nearby events, reputational risks, online sentiment, or protest potential)	
Clarify communication protocols, incident response roles, and command structure	
Establish a cadence of planning meetings and schedule an initial site walk-through	



On-site visit: Walk-through and assessment

Evaluate the physical and operational environment

A walk-through of the event venue can help surface vulnerabilities and clarify what additional planning may be needed. Consider bringing a checklist or framework to guide your review of the facility, infrastructure, and security systems.

Your checklist may include evaluating:

Building schematics, mechanical systems maintenance records, and camera system documentation	
Access control points and protocols for visitor or restricted area management	
Existing screening technologies (like keycards, biometrics, or X-ray machines)	
Security camera coverage and monitoring practices	
Fire, panic, and alarm systems — how they operate and who monitors alerts	
Emergency evacuation routes and response plans	
Existing (or lack of) structures, lighting, access points, etc., that may hinder the safety of the event	
Existing physical barriers (like fencing or bike racks) that could be used to establish a secure perimeter or buffer zone	
Backup power systems and response time for outage recovery	



Ontic's Site Risk Assessments

With self-service assessment forms and tailored workflows, your team can conduct physical security site risk assessments and track vulnerabilities from identification to remediation.

[Learn more now](#)

Site visit summary and risk assessment

Compile and communicate findings

Sharing a summary of your walk-through and risk assessment can help keep stakeholders informed and aligned.

Information to share:

Executive summary of the walk-through and key takeaways	
Venue overview, event details, and relevant timelines	
Summary of existing security infrastructure and staffing	
Emergency preparedness plans in place	
Identified risks or vulnerabilities	
A prioritized mitigation plan with suggested next steps and responsible parties	



TIP: After your site visit, it may be helpful to coordinate with your intelligence or threat assessment team to prioritize potential risks and begin outlining a mitigation strategy.

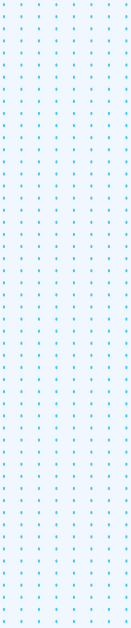
Site security planning

Develop a plan that fits your event’s risk profile

As the event approaches, continue collaborating with internal and venue teams to shape a security strategy that reflects your specific needs, such as executive attendance and flow of foot traffic.

Consider the following when building your plan:

Threat actor screening: Cross-reference the attendee list with known threat actors in the area to flag potential risks ahead of time	
Access control and movement: Map out secure zones, VIP access, credentialing, and screening procedures	
Monitoring: Determine who’s responsible for monitoring cameras and CCTV, and how information will be shared in real time	
Emergency response: Outline how fire, evacuation, or active threat scenarios would be handled	
Security staffing: Identify team members, their roles, and any training needs	
Physical safety: Evaluate if barriers, fencing, or additional lighting are necessary	
Communication plans: Consider who needs to be in the loop, how you’ll escalate issues, and how you’ll coordinate with the venue’s SOC (if applicable)	
Documentation: Clarify how you’ll capture incident details — whether in real time or during post-event debrief	



With Ontic, you can automatically cross-reference event attendee lists against your [entity database](#) to identify any known threat actors attempting to attend.

Final preparation

Rehearse, train, and adjust

The final days leading up to the event are an opportunity to test assumptions and refine your plan.

Options to explore:

Running tabletop exercises for scenarios like weather disruption or cybersecurity threats	
Conducting security briefings for staff, volunteers, and key vendors	
Sharing entry/exit instructions with VIPs and speakers	
Doing a final walk-through to ensure plans are operational on the ground	



After the event: Review and reflect

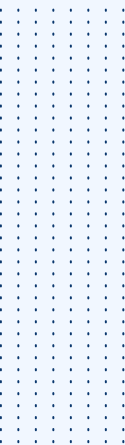
Use post-event insights to improve future efforts

A structured debrief allows your team to reflect on what worked well and where adjustments could help next time.

Consider collecting:

Input from security logs, incident reports, attendee feedback, and vendor notes	
Timelines and resolution data for any incidents	
Lessons learned to apply to future venues or events	
A final report for leadership, sponsors, and other partners	
Opportunities to share feedback with venue security or public safety officials	

This checklist is meant to help you think critically about your security planning process, not to prescribe a fixed approach. Every event has its own variables. By focusing on flexibility, collaboration, and continuous improvement, you'll be better equipped to support a safe and successful experience for all involved.



Ensure pre-event peace of mind with Ontic

Proactively identify and evaluate security risks that could impact your event, monitor principal and entity data in real time, and report your findings — all within a single platform. Schedule a demo to learn more today.

[Book Now](#)

