



SPECIALIST WORKFLOWS

Event vendor brief template

A concise vendor brief for sharing the essential event context, contact details, timing, scope, access, deliverables, and escalation plan.

A practical worksheet from Stelaah

Use it, adapt it, and save it with the client work it supports.

HOW TO USE THIS

A vendor needs clear instructions without a long email thread.

WORK THROUGH THE CHECKLIST

- ☐ 01 **State event overview**
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- ☐ 02 **Give arrival and load-in details**
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- ☐ 03 **Name the on-site contact**
- ---
- ☐ 04 **Confirm scope**
- ---
- ☐ 05 **List access requirements**
- ---
- ☐ 06 **Set escalation steps**
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Before you close this

Name one owner, one next action, and one date. A worksheet only helps when the next commitment is visible to the people doing the work.

Notes and decisions

Use this page to record what changes after you work through the checklist.

This practical workflow resource is not legal, financial, tax, or security advice. Adapt it to your team and circumstances.