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COURSE BROCHURE

Event Logistics and Site Build Operations Training Course

11 – 15 January 2027
Geneva

jupiterprime.uk

info@jupiterprime.uk

Registered in the United Kingdom and Saudi Arabia

Event Logistics and Site Build Operations Training Course

Ref: 3029_114899 **Date:** 11 – 15 January 2027 **Location:** Geneva **Fees:** 7500 GBP

Event Logistics and Site Build Operations is a 1-week training course for event operations managers, production coordinators and venue logistics leads, who leave with a site build master schedule for a real conference, exhibition or public event. Tight venue access windows, larger audiences and more suppliers on each site mean a late truck or a missed rigging slot now delays every contractor behind it. Jupiter Prime Training runs this course on event logistics and site build.

Why Event Logistics and Site Build Matters Now

Venues now sell shorter tenancy periods, squeezing load-in and breakdown into fewer hours. Organisers use more specialist suppliers for staging, power, rigging and catering, each with its own vehicles and crews. Audiences and local authorities expect safe crowd and traffic movement around the site. Good sequencing opens on time, keeps crews safe and leaves the venue as found; poor sequencing brings overtime, idle crews, damaged floors and lost goodwill with venues and exhibitors.

Who Gains Most from Event Logistics and Site Build

- Event operations staff responsible for turning a floor plan into a timed build and breakdown sequence
- Production coordinators who book staging, lighting, power and rigging crews and keep them to their slots
- Venue logistics leads who control loading docks, marshalling areas and vehicle access
- Exhibition freight and exhibitor services staff who receive, store and deliver stand materials

The largest gain comes when an organiser's operations team and venue logistics staff attend together and agree one dock schedule.

Event Logistics and Site Build Capabilities

Participants turn floor plans and venue windows into schedules suppliers can follow.

- Build a load-in and breakdown sequence from the floor plan and venue tenancy — the venue operations manager
- Calculate dock slots, marshalling space and vehicle numbers for each build phase — the freight contractor
- Specify supplier briefing packs covering arrival times, access routes and site rules — production suppliers
- Design pedestrian and vehicle flow plans separating crews, deliveries and guests — the site safety lead
- Apply a recovery and reconciliation routine after breakdown for returns, damage and claims — the finance and venue teams

Key Event Logistics and Site Build Terms

- Load-in — the period when freight and crews enter the venue and stages and stands are built.
- Breakdown — the sequence after the show when structures are dismantled and the space returned.
- Marshalling yard — a holding area away from the venue where vehicles wait until called forward to an assigned dock slot.
- Dock schedule — the timed list of vehicles allocated to each loading door, showing arrival, unloading and departure times.
- Rigging plan — the drawing and load list of what hangs from the venue roof and where.
- Advance warehouse — a store that receives exhibitor freight before the build and delivers it to stands on a set day.

Event Logistics and Site Build Day by Day

Day 1: The Event Site and Its Constraints

- Venue Tenancy Windows — Setting The Limits Of Build And Breakdown
- Floor Plans And Hall Drawings — Fixing Stand, Stage And Aisle Positions
- Floor Loading And Ceiling Points — Choosing What Structures The Venue Allows
- Access Routes And Door Sizes — Deciding Which Vehicles Reach Each Hall
- Stakeholder Map Of Organiser, Venue And Suppliers — Assigning Site Responsibilities

Day 2: Freight, Equipment and Dock Control

- Freight Forecast By Supplier — Estimating Truck Numbers For Each Build Phase
- Dock Schedule Construction — Allocating Loading Doors To Time Slots
- Marshalling Yard Operation — Calling Vehicles Forward Without Queues
- Advance Warehouse And Exhibitor Deliveries — Timing Stand Material Drops
- Mechanical Handling Equipment Plan — Booking Forklifts, Pallet Trucks And Operators

Day 3: Building the Site

- Build Sequence Chart — Ordering Rigging, Power, Flooring And Stands
- Rigging Plan And Load List — Approving Overhead Work Before Floor Build
- Temporary Power And Services Layout — Placing Distribution And Cable Routes
- Contractor Briefing Pack — Communicating Arrival Times And Site Rules
- Daily Build Meeting — Resolving Clashes Between Crews And Deliveries

Day 4: Show Days, Flow and Breakdown

- Pedestrian And Vehicle Flow Plan — Separating Guests, Crews And Service Traffic
- Barrier, Queue And Entry Layout — Sizing Gates For Peak Arrivals
- Show-Day Replenishment Runs — Restocking Catering And Exhibitor Goods Safely
- Breakdown Sequence And Freight Collection — Clearing Halls Within Tenancy
- Dilapidations Walk And Handover Record — Returning The Venue As Found

Day 5: Practising the Site Build Master Schedule

- Case Event Floor Plan — Applying Venue Limits And Access Routes
- Combined Dock And Build Timeline — Testing Freight Forecasts Against Slots
- Flow And Breakdown Scenarios — Rehearsing Late Trucks And Crowd Peaks
- Post-Event Reconciliation Sheet — Recording Returns, Damage And Supplier Claims
- Site Build Master Schedule — Presenting The Complete Sequence For Sign-Off

Applying Event Logistics and Site Build After the Course

- Redraw the dock schedule and marshalling call-forward routine for your next event.
- Run a breakdown review with suppliers with the reconciliation sheet, logging damage and overrun hours.

Event Logistics and Site Build Questions FAQ

What is event logistics and site build, and why does it matter now?

Event logistics and site build is the planning of freight, crews and equipment that turns an empty hall into a working event and back again. It matters now because venue windows are shorter and more suppliers share each site.

Which roles gain most from event logistics and site build training?

Event operations managers, production coordinators, venue logistics leads and exhibitor freight staff gain most. You benefit if you book docks or brief contractors for conferences, exhibitions or sports fixtures.

How does event logistics and site build differ from event planning or event sourcing courses?

An event logistics and site build course focuses on physical movement and sequencing on site. Event planning courses cover concept, sessions and attendee experience, while event sourcing courses cover contracting venues and suppliers.

What do you bring back from event logistics and site build training?

You bring back a site build master schedule for one of your own events. It joins docks, build, flow and breakdown in one document.

Event Logistics and Site Build: The Way Forward

The site build master schedule first informs the dock allocation agreed with the venue before suppliers receive their briefing packs. Operations managers, production coordinators and venue staff use it daily from load-in to handover. After the first event, compare forecast and actual truck arrivals, then tighten slots and buffers for the next tenancy.