ADVANCE TEAM CHECKLIST

DATE:

LOCATION:

NAME:

GENERAL ASSESSMENT

ACTIVITY	YES	NO	N/A	OBSERVATIONS
1. Identify documentation needed for the principal to access destinations.				
2. Verify principal has required documents for access.				
3. Identify transportation type for the movement.				
4. Manage transportation costs.				
5. Manage accommodation costs for the person.				
6. Protection agreement finalized.				
7. Know legal and regulatory provisions of the destination.				
8. Procedure performed to facilitate principal access.				
9. Procedure performed to facilitate principal transit.				
10. Identify type of internal security support provided to principal.				
11. Locate available services at accommodation.				
12. Know requirements to use services.				
13. Know available hours for services.				
14. Identify regular exits.				
15. Identify emergency exits.				
16. Check fire equipment validity.				
17. Identify internal security procedures.				
18. Identify person responsible for internal security.				
19. Identify personnel under security manager orders.				
20. Identify security personnel shifts.				
21. Identify security shift supervisors.				
22. Identify guard locations.				
23. Identify surveillance points.				
24. Identify access procedures.				
25. Identify security conditions of access points.				
26. Identify ease of access.				
27. Adapt principal movements to facilitate transit.				
28. Identify location of gas tanks and other risk points.				
29. Identify where evacuation routes lead.				
30. Identify possible risks of the place.				
31. Identify assembly points.				
32. Identify safe havens.				

ACTIVITY	YES	NO	N/A	OBSERVATIONS
33. Identify evacuation procedures.				
34. Identify parking areas.				
35. Locate elevators.				
36. Locate restaurants and other services.				
37. Locate congestion areas.				
38. Locate possible support points.				

HOTEL

ACTIVITY	YES	NO	N/A	OBSERVATIONS
1. Meeting with Hotel General Manager.				
2. Obtain contacts with key personnel.				
3. Location and hours of restaurants.				
4. Menus.				
5. Require all mail be sent to provisional command center.				
6. What ID do employees wear?				
7. Choose suitable rooms and determine who is in nearby rooms.				
8. Examine room (good condition, safe, specific interest items).				
9. Apply technical surveillance countermeasures (TSCM).				
10. Obtain duplicate keys for principal's rooms.				
11. Check stairwells.				
12. Select and equip provisional command center.				
13. Check public and restricted areas.				
14. Hotel blueprints or sketches.				

RESTAURANTS / EVENTS

ACTIVITY	YES	NO	N/A	OBSERVATIONS
1. Know and have phone numbers of organizers.				
2. Detailed event program.				
3. How many people will attend?				
4. Dress code.				
5. Will gifts be given to the principal?				
6. Seating location (what is above, below, behind; access to table).				
7. Check podium for cables, stability, etc.				
8. Venue plan, extinguishers, alarms, parking.				
9. Location of agents.				
10. Can principal enter via special entrance?				
11. Emergency power generator available?				
12. Fireworks?				
13. Vehicle location.				
14. Who manages event security?				

ACTIVITY	YES	NO	N/A	OBSERVATIONS
15. Previous problems?				
16. Walkthrough and inspection.				
17. Access control in place?				
18. Open access to public?				
19. Invitations (transferable?).				
20. Metal detectors?				
21. How is authorized personnel identified?				
22. Hand luggage control.				
23. Identify all authorized staff (waiters, cooks, valets, ushers).				
24. Lighting conditions.				
25. Luggage check procedure.				
26. Lights out during event? Special effects?				