

Reminder: Verify anything related to safety, permits, or finances or legal advice.

AI Prompt Sheet: Fair Managers

Events Under 50,000 Attendees

Copy. Paste. Reuse.

1. Event Readiness Check

I am managing a fair with approximately ____ attendees. Ask me structured questions about vendors, permits, staffing, layout, safety, weather plans, utilities, and communications. Identify blind spots.

2. Vendor Mix and Placement

Here is my vendor list and site layout. Evaluate vendor mix, spacing, crowd flow, redundancy, and bottlenecks. Ask clarifying questions first.

3. Staffing and Coverage

Help me build a staffing and volunteer plan for an event of ____ people over ____ days. Identify likely coverage gaps or fatigue risks.

4. Weather and Contingency Planning

Based on my event location and season, help me prepare weather contingency plans. Ask what concerns me most and identify risks.

5. Post-Event Review

Help me conduct a post-event review for a fair of ____ attendees. Ask questions and summarize what worked, what didn't, and what to change.
