

The last box check

FREE ONE-PAGE HANDOFF CHECKLIST / Small wedding decor

☐ A deadline someone has confirmed

Write the venue clear-out time and the person who confirmed it. Do not assume next-day pickup is allowed.

☐ A named person for every box

Assign a carrier who has agreed to help. Match each box ID to a destination code and a vehicle or trip.

☐ A count before the car leaves

Count actual items. Mark missing or damaged pieces and name the person following up. A sealed box is not a confirmed count.

☐ A return someone can confirm

Write the return deadline and the responsible person. Keep the task open until the recipient confirms receipt or a resolution.

Write this before everyone leaves

Venue clear-out deadline / confirmed by

Box ID / carrier / destination code

Unresolved item / next action / person / due time

Scope & Follow | Practical tools for the handoffs people forget.