

Event Guidance Notes Checklist (for stages 1 – 3)

Introduction

A checklist is a useful tool to ensure you have considered all the issues raised in stages 1-4. This is not exhaustive and you may wish to add to it as you go along.

Stage 1 Pre-planning

	Done	To do	By when	By whom
Where _____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
When _____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Who _____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
What _____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Specialist equipment _____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Code of practice _____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Welfare arrangements _____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Special permission _____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Insurance _____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Timescale _____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
First Aid _____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Disabled access _____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Event Plan _____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Notes:

Stage 2 – Organising the event

	Done	To do	By when	By whom
Establish a committee	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Liaison	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Site plans	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Temporary structures	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Catering	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Stewards	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Crowd control	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Numbers attending	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Provision for the disabled	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Security	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
On-site traffic	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Off-site traffic	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Contractors	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Performers	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Facilities and Utilities	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Contingency plans	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Clearing up	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Risk assessments	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Event Safety Plan	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Emergency Plan	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Notes

Stage 3 – Final preparations

	Done	To do	By when	By whom
Routes	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Inspection	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Siting	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Signage	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Vehicles	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Structures	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Barriers	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Stewards	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Lighting	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Public address	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Briefing	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Accidents	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Notes
