

Step by step Event Checklist

Event name:

- Identified the aims and objectives for event
- Established what, when, where, why, who
- Risk assessment completed and under continual review
- Identified public facility requirements
- Acquired public liability insurance, if required
- Created an Event Plan
- Established organising roles and responsibilities



yes!



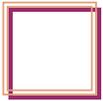
Emergency plan created, communicated and easy to access during the event



Temporary structures booked and safety credentials identified



Catering organised and safety credentials checked



Volunteers recruited



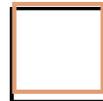
Needs of those with a disability considered and catered for



Parking arrangements made



Relevant individuals and authorities informed



Arrangements for clean up put in place

