

Sports Event Planning Checklist

Objective and format

- Objective written in one sentence
- Type of event chosen: race, tournament, match, mixed day, awards
- Target numbers for players and spectators set

Budget and funding

- All costs listed, including production, staffing and medical
- Income sources listed: entries, tickets, sponsors, vendors
- 10 to 15 percent contingency added

Date and venue

- Date checked against major clashes
- Venue visited or confirmed
- Layout sketched, including pitches, PA, vendors and access routes

Permissions, insurance and safety

- Local authority and venue permissions checked
- Public liability insurance confirmed
- Medical provision booked if needed
- Risk assessment completed
- Cables, barriers and structures planned safely

Registration and ticketing

- Player and team entry process set up
- Data and waivers collected
- Spectator ticketing plan agreed
- On-the-day payment plan confirmed

Equipment and staff

- Sport-specific equipment list complete
- PA, microphones, speakers and optional lighting sourced
 - Production option: <https://www.beatzhire.co.uk/sports-event-production>
 - Dry hire option: <https://www.beatzhire.co.uk/dry-hire>
- Staff and volunteer roles filled
- Runsheet and contact list shared

Match-day experience

- Music and audio plan created
- Commentary or announcer confirmed
- Presentation area, trophies and backdrops planned

Promotion and follow-up

- Event page and social posts live
- Partners and clubs sharing details
- Photographer or content plan in place
- Results and thank-you posts scheduled
- Notes and learnings captured for next time