# General Checklist for Planning Events

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## General considerations
- Select who to invite, plus how when to advise them.
- Check that sponsors & business partners use correct details & dates on their websites
- Develop a protocol for who manages and approves press statements / social media releases
- Prepare a promotion plan, including advertising, publicity and social media
- Prepare an order of proceedings and the scheduled  times when formal activities will commence & end
- Appoint a professional photographer and prepare a briefing of what is to be done
- Assess whether existing facilities for people with special needs are adequate
- Who will check and manage fire safety and insurance
- Timing plan to erect tents and marquees
- Medical, ambulance and first-aid management
- Communication equipment at venue
- Crowd management plan
- Performers' needs
- Who will handle transport management [to and from venue plus on-site]
- Who will manage the TV and media access / requirements
- Merchandising and special licensing

## Contact list
- Prepare a pocket size site-map for all staff
- Prepare name tags and after-hours numbers of key staff
- Prepare a list of dignitaries, their titles, and VIP guests
- Sub-contractor details, including all time constraints
- On-site contacts, including security and volunteers
- Are the venue buildings / entrances identifiable?
- Prepare schedules including time lines and running-sheet
- Circulate an emergency plan
- Evaluation sheets (sample questionnaires).

## Develop a risk management plan
- Identify key management, stakeholders, contractors and staff
- Anticipate specific hazards / risks that might arise
- Decide what process would be followed
- Evaluate whether the existing risk management precautions are adequate
- Prepare for mitigating problems and applying contingency options
- Plan for backup transport in case the original transport system fails

- Are there any special security needs that must be catered for?
- Identify support staff should unforeseen problems arise
- Identify rendezvous points for emergency services / ambulance loading
- Create a script of coded messages to inform staff about any major incident
- Post-event: review what processes need improving for next time

### Transport / parking

- Have the relevant authorities (e.g. local council, police) been contacted for information and permission?
- What parking signage will be at the site?
- What public transport is available? Are timetables available?
- What quality is the access area? Do weight and access restrictions apply?
- Are there any special conditions that must be considered (e.g. underground sprinkler systems under the access area).
- Is there adequate provision for private buses, including an area large enough for their turning circle, driver hospitality and parking?
- Is there a parking area and will it be staffed by trained personnel?
- Has transport to and from drop off point been organized (e.g. from the car park to the site or venue entrance and back to the car park)?
- Is there adequate access and are there parking facilities for disabled customers?

### Location map

- A list of symbols used on the map (key)
- Venue exits and site design
- Electrical installations and lighting
- Restricted locations for promotional displays
- Food, drink and water availability
- Identify entrance and exits
- Equipment storage areas
- Roads and parking
- Administration / information centre
- First aid area and emergency road access
- Lost children area
- Toilets [appoint an inspector for pre and during the event]
- Off-limit areas and danger spots (e.g. creeks, blind corners)
- Media area with internet access and lockable door

### Catering arrangements

- Who will manage the food and drinks / caterers
- Has a liquor license been granted?
- Selection criteria for stall applicants (including design of stall) will be used?
- What infrastructure will be needed (including plumbing, electrical, gas)?
- Does the event include provisions for health and safety regulations, gas supplies?
- What cleaning arrangements have been made?

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