

Event Guidance Note Checklist

(For stages 1 – 3)

Introduction

To ensure that you have fully considered and acted upon all the issues raised in stages 1 – 3 of the Event Guidance Note (i.e. Pre-planning; Organising the event; Final preparation) tick them off below. An **action** column has been provided to allow you to monitor progress. Space has been given at the foot of each stage to allow for brief notes.

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"/>

Notes:

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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 disabled persons	<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"/>

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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"/>
• 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"/>

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