

Event Management Checklist

1. Has an Event Management Plan been prepared?

N/A	Yes	No	Actions Arising?		Details:
			Yes	No	

2. Has a comprehensive budget been prepared for the event (including the identification of potential income and expenditure, any deposits required, a break-even figure and any taxation implications)?

N/A	Yes	No	Actions Arising?		Details:
			Yes	No	

3. Has a safe, appropriate venue been booked and confirmed for the event and has a site plan been prepared?

N/A	Yes	No	Actions Arising?		Details:
			Yes	No	

4. Have bookings been made for suppliers of goods and services and have you sighted current certificates of insurance from all providers of goods and services (including amusement rides, stalls, contract cleaners, food vans or food outlets, staging, lighting and PA systems)?

N/A	Yes	No	Actions Arising?		Details:
			Yes	No	

Checklist completed by:

Name:

Date:

Signature:

5. Have you secured necessary insurance for the event (including public liability, professional indemnity, workers' compensation, volunteer workers', personal accident, fire, burglary, money, consequential loss, motor vehicle and cash in transit)?

N/A	Yes	No	Actions Arising?		Details:
			Yes	No	

6. Have necessary permits and licenses been identified and obtained and have all conditions been met (including liquor licenses and Council permits for the preparation and sale of food)?

N/A	Yes	No	Actions Arising?		Details:
			Yes	No	

7. Are there sufficient volunteers available to run the event and have they received the necessary induction, training and support?

N/A	Yes	No	Actions Arising?		Details:
			Yes	No	

8. Are there sufficient technical personnel organised for the event and are they appropriately trained and skilled (e.g. police, ambulance, fire, security, first aid, coaches and officials)?

N/A	Yes	No	Actions Arising?		Details:
			Yes	No	

Checklist completed by:

Name:	Date:	Signature:
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9. Have adequate plans been made for advertising, marketing and promotion?

N/A	Yes	No	Actions Arising?		Details:
			Yes	No	

10. Have contingency plans been made for bad weather or other unforeseen circumstances?

N/A	Yes	No	Actions Arising?		Details:
			Yes	No	

11. Have you addressed record keeping requirements and can these records be used to organise future events (including records of volunteers, records required for gaming and liquor regulations, lists of contacts and suppliers and attendance figures)?

N/A	Yes	No	Actions Arising?		Details:
			Yes	No	

12. Have you obtained any necessary copyright licences for the performance of live or recorded music, plays, scores or music videos?

N/A	Yes	No	Actions Arising?		Details:
			Yes	No	

Checklist completed by:

Name:	Date:	Signature:
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13. Have you organised the following for your event?	N/A	Yes	No	Actions Arising?	
				Yes	No
Car parking areas					
Car parking management attendants					
Communication during the event (e.g. two-way radios and PA)					
Crowd control					
Directional signage					
Disability access					
Drinking water points					
Electricity supply (is a generator required?)					
Emergency evacuation plan and assembly points					
Emergency services notification (ambulance, fire and police)					
Fencing					
First aid areas and personnel					
Food and beverage outlets and pricing					
Information centres					
Lighting and power					
Lost children or property areas and rectification procedures					
Media areas					
Merchandising					
Noise Management					
Notification of neighbours and other stakeholders (e.g. Council)					
Photography and video for the event					
Rubbish bins - locations and frequency of emptying					
Safe access and egress points					
Security					
Security of cash and cash collection points					
Shade areas					
Signage (including directional and safety signage)					
Spectator seating					
Staff and volunteer comfort in hot or wet weather					
Ticketing					
Toilets and sanitary provisions, including maintenance					
Transport and accommodation for VIPs or guest speakers					
Unobstructed emergency vehicle access					
Venue cleaning before, during and after the event					
VIP areas					
Volunteer and staff briefings and debriefing					
Volunteer uniforms or badges for easy identification					
Actions Arising					

Checklist completed by:

Name:	Date:	Signature:
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