

Event guidance checklist - Checklist for Stages 1 – 3

To ensure that you have fully considered and acted upon all the issues raised in stages 1 – 3 of this form (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				
When				
What				
Specialist equipment:				
Code of practice				
Welfare arrangements				
Special permission				
Insurance				
Timescale				

Notes:

Stage 2 – Organising the event

	Done	To do	By when	By whom
Establish a committee				
Liaison				
Site plans				
Temporary structures				
Catering				
Stewards				
Crowd control				
Numbers attending				
Provision for the disabled				
Security				
On-site traffic				
Off-site traffic				
Transportation				
Contractors				
Performers				
Facilities and Utilities				
Contingency plans				
Clearing up				
Risk assessments and separate fire risk assessments				
Premises/License				
PRS/PPL				

Notes:

Stage 3 – Final preparations

	Done	To do	By when	By whom
Routes				
Inspection				
Siting				
Signage				
Vehicles				
Structures				
Lighting				
Public address				
Briefing				
Accidents				
Pre-site meeting arranged				

Notes: