

Event Management - Pre-Event Checklist

Part A

This checklist serves to ensure all aspects of the event have been considered and dealt with appropriately. It must be completed at least two weeks prior the event.

Answers to all questions, where applicable to your event, must be YES. If the response is NO, then an appropriate explanation must be provided and endorsed by the organiser/coordinator of the event.

Add any other controls that are required as a result of your Risk Assessment.

Prior to Event (check at least two weeks prior to the event):		YES	NO	NA
1	Approval by senior management for the event confirmed			
2	Risk assessments conducted on all activities and forwarded to Risk Management Coordinator			
3	Insurance confirmations from ALL equipment suppliers, ALL stall holders and ALL other participating groups obtained			
4	Appropriate approvals required / obtained (Traffic Committee, RMS, Police, Council approval, etc.)			
5	Induction prior to event organised with all volunteers, stall holders, staff etc. Designated tasks clearly outlined			
6	Personnel/volunteer register, to be signed by those working on the day, prepared			
7	All stall holders and entertainers agreements signed			
8	An accurate diagram of the grounds and location of each activity including public access, parking, key points, etc. prepared			
9	Council requirements: Information provided to each stall holder/participating group			
10	Confirmation received from ALL participating groups that they will comply with Council requirements in respect of their stall area/activity			
11	Amusement Devices: All licenses, log book and certificates of operation obtained and sighted?			
12	Amusement Devices: Tickets have disclaimer printed on the back			
13	All services and facilities such as toilets, disabled access, equipment storage, etc. appropriate			
14	Onsite inspection undertaken of the ground/facility to ensure it is suitable and in a satisfactory condition to hold the event			
15	Catering (if applicable) organised			
16	Stall holders requirements have been determined and met			

Prior to Event (check at least two weeks prior to the event):		YES	NO	NA
17	Disclaimers: Included in the agreements made with participating groups. Displayed on the grounds on the day where appropriate			
18	Waivers prepared for activities involving participation from members of the public (where applicable)			
19	Contingency Plan prepared			
20	Emergency Plan:			
	a. Meeting point in the event of an emergency requiring evacuation identified			
	b. Line of communication contact list prepared and provided to all personnel including stalls and activity organizers (Ensure the list includes contacting a designated Senior manager of council)			
	c. Access organised to phones, CB radio, Walkie talkies etc. d. Firefighting equipment available and competent personnel to use it?			
21	First Aid kit available and a trained person to act as first aid officer present on the day? (For a large event it is recommended that St John Ambulance be present)			
22	Weather Watch: Monitor weather forecasts in the period leading up to an outside event			
23	Designated children area: Where applicable, signpost and highlight parental responsibility to actively supervise children at all times			
24				
25				

Form Completed by:

Name	Position	Signature	Date

Supervisor/Manager:

Name	Position	Signature	Date

Part B

This checklist is used to ensure all aspects of the event have been considered and dealt with appropriately. It must be completed prior to the commencement of the event. If the event is held over more than one day, this checklist must be completed at the commencement of each day.

On the day of the event		YES	NO	NA
1	Personnel: a. Checked adequate numbers of staff and or volunteers are available on the day b. All staff and volunteers have signed the Personnel/ Volunteer Register c. All staff and volunteers have been given clear instructions on their roles for the day d. An appropriate roster for relief of personnel has been developed e. All personnel have been provided with appropriate PPE where required f. Drinking water is available for staff and volunteers g. All staff and volunteers will apply manual handling procedures where applicable			
2	Induction: All participants and guests have been inducted to the site and warned of risks			
3	Stage, lighting (if applicable) has been appropriately installed and checked by qualified personnel			
4	Public Access has been appropriately signposted			
5	Parking area has been appropriately signposted and guarded. Accredited Traffic Controllers have been organised			
6	A special parking area has been made available to dignitaries if applicable			
7	Speed zones and road appropriately signposted as per TCP/TMP. Traffic Control organised and implemented as required by the TCP/TMP			
8	All other signage securely placed as per TCP/TMP			
9	Food Stalls have copy of and are complying with Food Handling procedures			
10	Alcohol distributors have copy of and are complying with Responsible Service of Alcohol requirements			
11	All structures have been installed securely in accordance with requirements			
12	All guy ropes etc. are securely fastened and roped off from public			
13	Power: All electrical connections are set up as required and safely away from public areas or roped off as applicable			
14	Electrical equipment is appropriately tagged			
15	All equipment within and near stalls is safely placed and secured			
16	Gas cylinders and any other explosive equipment placed away from public			
17	Litter control: Adequate number of waste bins strategically placed			
Other issues specific to your event		YES	NO	NA
19				
20				
21				
22				

Completed by:

Name	Position	Signature	Date

Supervisor/Manager:

Name	Position	Signature	Date