

EVENT ORGANISER'S DOCUMENT CHECK LIST

Please Tick

- **Application Form and Terms and Conditions signed and returned**
- **Risk Assessment**
- **Public Liability Insurance**

Site Plan

- Control Points
- Secure Areas
- Marquees

Traffic Management:

- Council
- Police
- Stewards
- Site Arrangements
- Parking

Stewarding:

- Company
- Numbers
- Experience
- Procedures

Emergency Procedures- Evacuation Plan

- Fire Precautions
- Provision of Equipment
- Food Stall – Concessions
- Marquees
- Electricity

Funfair:

- Company
- Certificates of Safety
- Number –Type of Rides
- On site-Off site
- Operation dates and times
- Reinstatement Costs

Electricity

- Type of Supply
- Person Responsible
- PA System
- Certificates of Safety

Programme – Entertainment

- Music – Sound System
- If providing music make sure all event licences have been applied for
- Barriers
- Inflatable Equipment
- Certificates of Safety

Structures – Scaffolding

- Stage
- Other

Food Stalls and Concessions

- Registration
- Fuel-Power
- Fire Precautions
- Litter

Toilets

- Company
- Numbers
- Location
- Cleaning Arrangements
- Arrival-Departure

Litter

- Company
- Number-Location of Bins
- Litter Pickers
- Clearance from Site

Dignitaries –VIPs

- Responsibility
- Correspondence-Mayors Office informed
- Function- Speech
- Arrival – Departure

Consultation

- Members
- Residents
- Other Council Officers

- **Keys Required**

- **Post event site inspection and debrief**