

Event Checklist

This checklist is to help organisers of community events. Some of the things in this list may not be appropriate for every event, but using a checklist like this can help organisers plan ahead.

Access	<input type="checkbox"/>	Accommodation	<input type="checkbox"/>
Activities	<input type="checkbox"/>	Approvals	<input type="checkbox"/>
Banners	<input type="checkbox"/>	Bookings	<input type="checkbox"/>
Bond	<input type="checkbox"/>	Briefings	<input type="checkbox"/>
Cancellation	<input type="checkbox"/>	Catering	<input type="checkbox"/>
Changing facilities	<input type="checkbox"/>	Clean-up	<input type="checkbox"/>
Consultation	<input type="checkbox"/>	Communications	<input type="checkbox"/>
Consents	<input type="checkbox"/>	Contacts list	<input type="checkbox"/>
Contracts	<input type="checkbox"/>	Debrief	<input type="checkbox"/>
Documentation	<input type="checkbox"/>	Dressing / decoration	<input type="checkbox"/>
Entertainment	<input type="checkbox"/>	Fencing	<input type="checkbox"/>
First aid	<input type="checkbox"/>	Food stalls	<input type="checkbox"/>
Guests	<input type="checkbox"/>	Health & safety plan *	<input type="checkbox"/>
Hospitality	<input type="checkbox"/>	Insurance	<input type="checkbox"/>
Invitations	<input type="checkbox"/>	Invoices	<input type="checkbox"/>
Job start & end times	<input type="checkbox"/>	Lighting stage	<input type="checkbox"/>
Lighting venue	<input type="checkbox"/>	Load-in	<input type="checkbox"/>
Map of site	<input type="checkbox"/>	MC / Compère	<input type="checkbox"/>
Meetings	<input type="checkbox"/>	Media	<input type="checkbox"/>
Parking	<input type="checkbox"/>	Merchandise	<input type="checkbox"/>
Petty cash	<input type="checkbox"/>	Payments	<input type="checkbox"/>
Postponement	<input type="checkbox"/>	Police	<input type="checkbox"/>
Production schedule	<input type="checkbox"/>	Power	<input type="checkbox"/>
Promotion	<input type="checkbox"/>	Programme	<input type="checkbox"/>
Report	<input type="checkbox"/>	Refreshments	<input type="checkbox"/>

Rubbish disposal	<input type="checkbox"/>	Resources	<input type="checkbox"/>
Signage	<input type="checkbox"/>	Shade	<input type="checkbox"/>
Security	<input type="checkbox"/>	Sponsors' requirements	<input type="checkbox"/>
Sound	<input type="checkbox"/>	Staff base	<input type="checkbox"/>
Staff	<input type="checkbox"/>	Stage manager	<input type="checkbox"/>
Staging	<input type="checkbox"/>	Telephone (site)	<input type="checkbox"/>
Storage	<input type="checkbox"/>	T-shirts	<input type="checkbox"/>
Toilets	<input type="checkbox"/>	Tool kit	<input type="checkbox"/>
Transport	<input type="checkbox"/>	Traffic	<input type="checkbox"/>
Travel	<input type="checkbox"/>	Vehicles	<input type="checkbox"/>
Vendors	<input type="checkbox"/>	Venue	<input type="checkbox"/>
Volunteers	<input type="checkbox"/>	Water	<input type="checkbox"/>
Weather contingency	<input type="checkbox"/>	Waste management	<input type="checkbox"/>
Other	<input type="checkbox"/>		

* Legal requirement for all events under the Health & Safety in Employment Act 1992.