

## EVENTS EASY GUIDE

# Event Organisers Checklist

The event checklist is a form to use to make sure you have attended to all of the requirements of running a successful and safe event. Please find below an example of a checklist that could be used in the event planning process, for any event held within N.Ireland.

Pre-event	Completed
<b>Council Requirements</b>	
- Inform council of event and gain approval (if required)	
- Check with the Visitor Information Centre about what other events are on at the same time	
<b>Budget</b>	
- Prepare budget for event and monitor expenditure	
<b>Venue</b>	
- What the venue can provide	
- Location – will people travel there, is there parking etc	
- Availability including access times	
<b>Programming</b>	
- Review/develop event objectives	
- Develop event program	
- Book performers, entertainment and MC	
- Send confirmation letters and deposits as required	
<b>Sponsorship &amp; Grants</b>	
- Create sponsorship proposal – cash and in-kind	
- Identify appropriate potential sponsors	
- Deliver sponsorship packages and follow up within 1 week	
- Use sponsor testimonials and always acknowledge sponsors	
- Research, prepare and send relevant grant applications	
<b>Marketing &amp; Promotion</b>	
- Develop Marketing / Communication Plan	
- Design promotional material, basic text, logo	
- Distribution of flyers/posters/brochures to community	
- Submit information to Council website	
- Letter box drop to surrounding residents	
- Submit advertisement/press release/What's On to relevant outlets	

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<b>Ticketing and Invitations</b>	
- Design tickets / invitations	
- What is included in the price of the ticket?	
- Distribution (tickets at gate, pre-sold etc)	
- Collection of Tickets / RSVPs	
- Security for lost or stolen tickets	
<b>Permits &amp; Licences</b>	
- Apply for any food permits required	
- If using music, apply for permit	
- Request for approval to erect promotional signage	
- Road closures – send applications early	
- Liquor Licence – send applications early	
<b>Contractors</b>	
- Order equipment e.g. stage, lighting, PA system etc	
- Book portable toilets, fireworks, marquee, generators	
- Book and confirm all contractors in writing	
- Check insurance – public liability, staff, volunteers etc	
<b>Risk Management</b>	
- Book first aid officers	
- Conduct risk assessment involving all key stakeholders	
- Create risk management plan	
- Obtain relevant insurance and send copy to Council if required	
- Contingency Plans – wet weather, low attendance	
<b>Security Plan</b>	
- Book Security & two way radios	
- Crowd control	
- Cash security	
<b>Essential Services</b>	
- Notify Police, Ambulance Service and Fire Brigade	

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<b>Waste Management</b>	
- Develop Waste Management Plan	
- Promote reducing waste in marketing material	
<b>Traffic Management</b>	
- Design traffic plan including:	
- Signage, disabled parking, VIP parking, pedestrian access, marshals, car parking area, entry and exit points, lighting, road closures, promote alternative transport	
<b>Food Vendors</b>	
- Book Food Vendors and confirm in writing:	
- Times of operators and venues	
- Request details of electrical requirements	
- Request copy of certificate of currency	
- Request copy of Health Department Registration Certificate	
- Application for temporary food premises permit	
- Information for waste wise events	
<b>Site Preparation and Plan</b>	
- Design plan of venue / event site	
<b>Cleaning and Maintenance Plan</b>	
- Book toilet cleaners and extra paper if appropriate	
- Clean up venue/mow lawn/clear area of debris	
<b>Other</b>	
- Organise volunteers and staff	
- Prepare scripts or run sheets for ceremonies	
- Organise awards/trophies/certificates & decorations	

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On the Day	Completed
- Gather staff for full briefing	
- Organise volunteer registration area & entertainers area	
- Circulate contact list with mobile numbers to all staff / volunteers	
- Chain of command in case of emergency	
- Distribute incident reporting method	
- Final rehearsal and sound check	
- Meeter, Greeter & Minder for VIP's	
- Event kit with essentials	

After the Event	Completed
- Removal of all equipment and rubbish	
- Thank you letters to staff, volunteers, performers	
- Thank you presentation to sponsors	
- Evaluation / debrief with key stakeholders	
- Close off budget	
- Hold a de-brief session to look at ways of improving the event	
- Final report	