



## Event Management checklist for running an event (outside or inside, large or small)

We have compiled this list to cover absolutely everything we could think of that you might need to consider when running your event. Running through these sheets will help you identify what needs to be done, by whom and when and helps to devolve responsibility for specific activities.

Item	Who is responsible /Comments	Do by – date?	Done?	Cost?
Access times				
Accident register				
Accommodation				
Accounts				
Accreditation				
Acoustics				
Administration				
Admission				
Advertising				
Ancillary activities				
Announcements				

This guidance sheet is to provide general guidance only. It does not constitute legal advice and it should not be seen as a complete or authoritative statement of the law. It is the responsibility of village venue trustees or event organisers to ensure that they fully comply with the law. The Council is not responsible for the content of external websites referred to in any of these guidance sheets.

Appeals for funds				
Appeals for volunteers				
Applications for participants				
Arrival arrangements				
Artwork for publicity material				
Audience (to be targeted)				
Audio visual				
Badges				
Banking				
Banners				
Bar				
Barriers/Fencing				
Bookings				
Box Office				
Branding				
Briefing				
Briefing sheets				

Budgeting procedures				
Cancellations				
Capacity				
Car parking				
Cash flow/change				
Catering				
Ceremonies				
Chairs and tables				
Changing rooms				
Check lists				
Children & Vulnerable People				
Church services				
Civic/govt receptions				
Cleaners				
Cloakrooms				
Code of Practice				
Commentators				

Committees				
Communication plans				
Competitors				
Complaints				
Complimentary tickets				
Concessions				
Contingency plans				
Contact details				
Contracts				
Copyright				
Crèche				
Crowd Management				
Credit cards				
Customer care				
Date				
Decibel monitoring				
Decoration				

Delegate packs				
Departure arrangements				
Dietary requirements				
Disabled facilities				
Displays				
Display boards				
Documentation				
Donations				
Drugs Policy				
Electricians				
Emergency procedures				
Emergency services				
Equipment				
Estimates income/expenditure				
Entertainment				
Entry arrangements				

Evaluation				
Event handbook				
Exhibitors				
Facebook				
Facilities at venue				
Fees				
Fencing				
Filming				
Films				
Finance				
Finishing time				
Fire safety				
First aid				
Food Hygiene				
Floats of small change				
Floral décor				
Franchise arrangements				

Fund raising				
Guests				
Green room				
Health and Safety General Policy				
Hiring agreements				
Hospitality				
Hosting				
Hotels/ Guest houses				
Holiday times				
Identification				
Image				
Information point				
Insurance				
Interviews				
Interpreters				
Invitations				

Invoicing				
Legal aspects				
Liaison officers				
Licences				
Lifeguards				
Lighting				
Local Authority				
Logos				
Lost property				
Lost children				
Maintenance				
Major Incident				
Man power				
Maps				
Marquees				
Market research				
Marketing				



Master of ceremonies				
Medals				
Media				
Medical provision				
Meeting plans				
Menus				
Merchandising				
Message board				
Monitoring				
Music				
Noise monitoring and policy				
Offices				
Officials				
Passes				
Partners				
Patronage				
Permits				

Photo call				
Photography				
Photography permissions				
Planning				
Policing				
Political support				
Post event arrangements				
Post event Report				
Poster sites				
Power points				
Power supply				
Practice setup				
Preparation area				
Printing				
Presentations				
Press conference				
Press launch				

Press releases				
Press room				
Projection				
Protocol				
Prizes				
Programme				
Protective clothing				
Public address systems				
Public relations				
Publicity				
Radio				
Receipt system				
Reception areas				
Recording Incidents				
Recycling				
Refreshments				
Refuse areas and disposal				

Registration				
Religious services				
Research				
Risk assessments				
Safety				
Sales points				
Schedules				
Scoreboards				
Seating				
Seating arrangements				
Security daytime				
Security night time				
Secretarial services				
Services (plumbing etc)				
Shops				
Signage type				
Signage locations				

Site restrictions				
Social Media				
Souvenirs				
Speakers requirements				
Spectators arrangements				
Sponsorship				
Staff/ stewards				
Staging				
Stage covering				
Stationary				
Stock checks				
Structure organisational				
Storage				
Subsistence				
Sunday trading law				
Support services				
Team liaison				

Technicians				
Technical equipment				
Telephones				
Temporary Demountable Structure				
Tickets				
Timings				
Timetable				
Toilets				
Tourist information				
Traders/exhibitors				
Training				
Traffic control				
Transport				
Travel agents				
Trophies				
TV				

Twitter				
Two-way radios				
Uniform				
Ushers				
Venue(s)				
VIP's				
Visitor facilities				
Volunteers				
Warm up				
Waste management				
Water supply				
Washing facilities				
Weather				
Web address				
Web links				
Website updates				
Welfare				

