STEP-BY-STEP
EVENT ORGANISATION CHECKLIST

Name of event ________________________________ _______________________________________
Date of event ________________________________ _______________________________________
Name of Co-ordinator _________________________________________________________________
List of volunteers engaged for the event ___________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

- Income / Expenditure Analysis produced
- Event date confirmed
- Venue deposit paid  Date ________________________________ _______________________________________
- Venue fully paid for  Date ________________________________ _______________________________________
- Events date advised to all volunteers
- Licence requirements checked with local authority
- If hiring equipment or a service, you will also need to check that the provider has full insurance before signing the contract
- If alcohol is being served, check licence/permissions and age limited in place
- Time-schedule/programme drawn up
- Risk assessments carried out
- Refreshments ordered – does this comply with Food Safety?
- Any additional equipment ordered
  - Equipment deposit paid
☐ Contractors/exhibitors booked and issued with documentation (if applicable)

☐ Exhibitors/contractors public liability insurance checked

☐ Tickets printed / invitations sent out

☐ Method of dealing with money agreed
  ☐ If running a sponsored event make sure you set up to claim Gift Aid on sponsorships

☐ First Aid plan
  ☐ If paid employees involved then you must make first aid provision

☐ Insurances checked (RSPCA events covered up to £5 million Public Liability)

☐ Is any raffle/lottery within the law (i.e it must be incidental to some other form of entertainment)?

Publicity

☐ Publicity plan drawn up (social media, local press, radio, posters)

☐ Publicity materials printed

☐ Print banners, leaflet

☐ Have you appropriate signage for outside and inside buildings?