

Organising Your Event - Checklist

This form should be used to assist you in completing all the elements listed in organising your event

	By Whom	By When	Completed (Date)	Notes
Set up a team				
Build Links				
Site plan				
PA Site plan				
Emergencies plan				
Traffic plan				
Structures				
Catering				
Alcohol				
Stewards Brief				
Visitor Management				
Security				
Traffic				
Transport				
Contractors				

