

2a. Planning and Organisation Checklist

The checklist and associated timescales shown below are typical for an event that requires detailed planning. This is merely intended to act as a guide – as, the nature and size of your event will impact upon the length of time needed to plan and organise your specific event.

TASK COMPLETE

↳ Pre-planning (should be 3 to 6 months prior to event)

Identify the site where your event will be held. Book the venue.

Establish an event budget with appropriate contingency - within this, identify where any external funding will be obtained

Investigate insurance requirements of your event

↳ Organising

Appoint an Event Organiser.

Obtain quotes for Public Liability Insurance and obtain adequate cover

Start Producing Event Plan, which should include an Emergency Plan

Check availability of hire and supply companies (i.e. PA system, food etc)

Identify stewards and/or recruit volunteers to attend your event

↳ 3 months prior to event

Begin to raise the profile of your event through appropriate marketing

Complete Event Plan

↳ 2 months prior to the event

Make sure that you have established an Events Team that will oversee and manage the day of the event, including provision of stewards/ volunteers etc

TASK COMPLETE

↩ **Confirming (4 to 6 weeks prior to event)**

Confirm bookings of all contractors and suppliers

Where appropriate, confirm that you have been granted relevant licenses

Confirm insurance for the event

Enhanced promotion and marketing of your event

↩ **2 weeks prior to event**

Inform all contractors and suppliers as to what time you require them on site on the day of the event

Check on all other key items associated with your event

↩ **Day of Event**

Ensure that the venue is set out as within the Site Plan i.e. entrances, signage, toilets etc.

Complete Event Safety Checklist

Ensure that all stewards and volunteers have been fully briefed on their duties and responsibilities prior to the start of the event