

2f. Final Preparations

Once all planning and event organisation has taken place, it is vital that final checks are conducted prior to the event starting. These checks should take place to ensure that the Event Organiser is confident that the event can proceed safely. The following points should be used as a guide.

1. Routes

↳ Ensure that there is clear access to and from entrances and exits, ensuring pedestrians are clearly separated from vehicle routes wherever possible.

2. Inspections

↳ A walk through inspection of the site should be carried out immediately prior to, during and after the event, to identify any potential hazards and to ensure communications are working. You may want to carry out more than one inspection during the event.

4. Structures

↳ Ensure all staging, tables, seating, lighting structures etc have been erected safely and that certification has been obtained from the relevant contractors, if any, as a record of this.

6. Stewards and volunteers

↳ Make sure that all volunteers and stewards are fully briefed and understand their individual and collective responsibilities. Furthermore, ensure all stewards are wearing the correct clothing or badges for easy identification.

7. Lighting

↳ Check all lighting is working, including any emergency lighting.

8. Public address system

↳ Make sure the public address system is working and can be heard in all areas.

9. Set-up time

↳ It is important that the Event Organiser allows sufficient time to organise all facilities and activities associated with the event so that it begins at the stated time. Ensure that you give specific instructions to all people associated with your event e.g. stewards, volunteers contractors, etc, so that everyone is aware of when they are required at the site.