



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?