



Colne Town Council

Event Guidance Note Checklist

(For stages 1 – 3)

Introduction

To ensure that you have fully considered and acted upon all the issues raised in stages 1 – 3 of the Event Guidance Note (i.e. Pre-planning; Organising the event; Final preparation) are listed below. You can monitor your progress by ticking the actions off as you go. Space has been given at each stage to allow you to add brief notes.

Stage 1 - Pre-planning

	Done	By when	By whom	Notes
a. Where	<input type="radio"/>			
b. When	<input type="radio"/>			
c. Who	<input type="radio"/>			
d. What	<input type="radio"/>			
e. Specialist equipment	<input type="radio"/>			
f. Code of Practice	<input type="radio"/>			
g. Welfare arrangements	<input type="radio"/>			
h. Special permission	<input type="radio"/>			
i. Insurance	<input type="radio"/>			
j. Timescale	<input type="radio"/>			
k. Event Plan	<input type="radio"/>			

Stage 2 – Organising the event

	Done	By when	By whom	Notes
a. Establish a committee	<input type="radio"/>			
b. Liaison	<input type="radio"/>			
c. Site plans	<input type="radio"/>			
d. Temporary structures	<input type="radio"/>			
e. Catering	<input type="radio"/>			
f. Stewards	<input type="radio"/>			
g. Crowd control	<input type="radio"/>			
h. Numbers attending	<input type="radio"/>			
i. Provision for disabled persons	<input type="radio"/>			
j. Security	<input type="radio"/>			
k. On-site traffic	<input type="radio"/>			
l. Off-site traffic	<input type="radio"/>			
m. Transportation	<input type="radio"/>			
n. Contractors	<input type="radio"/>			
o. Performers	<input type="radio"/>			
p. Facilities and Utilities	<input type="radio"/>			
q. Contingency plans	<input type="radio"/>			
r. Clearing up	<input type="radio"/>			
s. Risk assessments	<input type="radio"/>			
t. Event Plan	<input type="radio"/>			

Notes:

Stage 3 – Final preparations

	Done	By when	By whom	Notes
a. Routes	<input type="radio"/>
b. Inspection	<input type="radio"/>
c. Siting	<input type="radio"/>
d. Signage	<input type="radio"/>
e. Vehicles	<input type="radio"/>
f. Structures	<input type="radio"/>
g. Lighting	<input type="radio"/>
h. Public address	<input type="radio"/>
i. Briefing	<input type="radio"/>
j. Accidents	<input type="radio"/>

Notes:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....