

EVENT CHECK LIST

Type of Event: *What type of event is it? Who's your audience?*

Venue – *Have you got some quotes? Which is the best option? Where is it? Postcode, what 3 words, co-ordinates? What's the capacity (TENS max. 499 with stewards)? Any time restrictions on the venue?*

Date & Time of Event – *Have you checked the County Calendar?*

MONEY/BUDGET

Write all your outgoings and then work out what your ticket price should be?

Have you got a float? What denominations and how much do you require? Do you need to order this in advance (if it's over £500 go in order)

£10
£5
£1
£0.50

What is being paid in cash? Have you got a receipt book?

Food – Are you providing food? What food? Is there a kitchen in the village hall?

Quotes for outside caterers.

Does the venue provide food? Do you need to collect orders prior to the event?

Food Certificate holder –

What food will you be providing?

What utensils / Cooking equipment will you need?

BBQ, Kettle, utensils (forks/metal spatula's/ Saucepans / Frying pans), tables, tablecloths, hand sanitiser, washing up bowl.

Who's doing the food? Do you need stewards?

Drink – Are you serving alcohol?

YES / NO

Have you applied for a licence?

YES / NO

Has it come back approved?

YES / NO

APPLY - <https://www.shropshire.gov.uk/licensing/apply-for-a-licence-or-permit/temporary-event-notice/>

PAY - <https://www.shropshire.gov.uk/licensing/apply-for-a-licence-or-permit/temporary-event-notice/>

Where will you get your drink from, what drink and how much?

Who will be on the Bar? OVER 18 ONLY, past members, advisory – Challenge 25!

List of responsible stewards to ask/ have agreed to help:

Security – Have you booked security (if required for the event?) Use this to write their SIA numbers.

Arrival Time:

Leaving Time:

How many?

SIA NUMBERS (To collect on event day):

Door Stewards:

Ask security to check ID? Other responsible persons on the door.

Chair/Sec/Treasurer – whoever has access to Banned list.

Do you need to book/sort the following:

Toilets	YES / NO
Entertainment: DJ or Band etc are they booked?	YES / NO
Lighting Towers?	YES / NO
Electricity? Generator If in a village hall, is there an electric meter, does it only take £1's?	YES / NO
Security Fencing?	YES / NO
Parking arrangements – Parking Stewards, Signage	
Who's your first aider? Have you got First Responders etc on site?	
Do you need a Gazebo for the door? A table?	
Do you need Potato boxes/ tables/chairs?	

Have you done your risk assessment?	YES / NO
Have you printed your risk assessment?	YES / NO
Have you printed your approved Licence?	YES / NO
Have you checked the NFYFC Insurance – are you covered?	YES / NO
Have you ordered your wrist bands?	YES / NO
Which colour is for which?	YES / NO

Overs:

Unders:

Have you got a polypocket for all consent forms?	YES / NO
Have you got the updated Membership list from the County Office?	YES / NO
Have you spoken to County and signed confidentiality agreement for banned members?	YES / NO

Promotion and Selling tickets

Facebook event? Road Signs? Leaflets? Posters?

Ticketsource?

Selling tickets and tables in advance?

***AFTER THE EVENT
EVENT DEBRIEF – ANY
ISSUES/IMPROVEMENTS TO MAKE FOR NEXT
YEAR?***

