

Event Guidance Check List

To ensure that you have fully considered and acted upon all the issues raised in stages 1 – 3 of this form (Pre-planning; Organising the event; Final preparation) tick them off below. An **action** column has been provided to allow you to monitor progress. Space has been given at the foot of each stage to allow for brief notes.

Name of Event	
Event Location	
Event Date	

1. Pre Planning

	Done	To Do	By When	By Whom
Where				
When				
Who				
What				
Specialist equipment				
Code of Practice				
Welfare arrangements				
Special permission				
Insurance				
Timescale				

Notes:

2. Organising the Event

		Done		To Do		By When	By Whom
Establish a committee							
Liaison							
Site plans							
Temporary structures							
Catering							
Stewards							
Crowd control							
Numbers attending							
Provision for disabled							
Security							
On-site traffic							
Off-site Traffic							
Transportation							
Contractors							
Performers							
Facilities and utilities							
Contingency plans							
Clearing up							
Risk assessments							

Notes:

3. Final preparations

		Done		To Do		By When	By Whom
Routes							
Inspection							
Siting							
Signage							
Vehicles							
Structures							
Lighting							
Public address							
Briefing							
Accidents							
Notes:							

For Further information please contact

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