

## EVENT ORGANISERS CHECKLIST

The following pages suggest activities which may take place at certain stages of planning your event. These timescales are not set in stone, as it may not take up to a year to organise some events, however all activities may need to be taken into consideration during the planning process. Note that some activities mentioned in this handbook may not be relevant to your event. If you are not sure, contact a member of LESP for more advice. The checklist does not include budget or funding issues and prior to organizing an event organiser should ensure they have the funding and budget in place to run the event.

<b><i>Up to one year prior to your event</i></b>	
<b>Task / Consideration</b>	<b>Notes</b>
<b>Start to organise.</b> Appoint steering/organising committee. Share out job roles and responsibilities taking into account levels of competency and time available.	
<b>Agree an outline event programme.</b> Venue, insurance, licensing, permissions etc. Assess numbers of people likely to be attending.	
<b>Investigate a venue (e.g. local park, pedestrian precinct, hall etc).</b> Assess parking, access / egress arrangements to site (vehicles and pedestrians) and the impact on and access to the venue by public transport, servicing to the site (e.g. water, electricity, heating, lighting, telecoms).	
<b>Hold initial talks with relevant local authority officers and emergency services.</b> Licensing, Health & Safety, Environmental Health, Highways (Lincolnshire County Council), Police, Fire, Ambulance, Coastguard, Air Traffic Control. Notify the local Safety Advisory Group	
<b>Carry out an initial risk assessment.</b> Template available from <a href="#">Risk Assessment Template - Lincolnshire Resilience Forum</a> Identify health and safety issues / hazards. For guidance see <a href="#">Event safety - Getting started (hse.gov.uk)</a>	
<b><i>9 months before your event</i></b>	
<b>Task / Consideration</b>	<b>Notes</b>
<b>Review risk assessment.</b>	
<b>Investigate insurance cover.</b> Public liability, employer's liability, equipment, cancellation cover.	
<b>Prepare Event Management Plan and site plan.</b> Consult with local authority and emergency	

services. Prepare an Event Management Plan for things that might go wrong. A template plan including guidance on filling it in is available on <a href="http://www.lincolnshire.gov.uk/lincolnshire-prepared">www.lincolnshire.gov.uk/lincolnshire-prepared</a> .	
<b>Attend SAG if you have been advised this is required</b>	
<b>Check availability of participants in the event ie: Artists, entertainers etc &amp; costs, DBS checks, references, make provisional bookings,</b>	
<b>Review budgets.</b> Assess financial viability.	
<b>Prepare grant applications and send off.</b>	
<b><i>6 months before your event</i></b>	
<b>Task / Consideration</b>	<b>Notes</b>
<b>Review risk assessment.</b>	
<b>Prepare licence applications and send off.</b> Entertainment, alcohol, late night refreshment.	
<b>Check on grant applications, review income and expenditure; take action to keep to budget.</b>	
<b>Highways requirements.</b> Apply for road closures, parking restrictions, permission to place temporary signs in the highway. Agree all access, exit and public transport arrangements. Suspend on-street parking bays.	
<b>What are the car parking arrangements?</b> Is there off street parking?	
<b>Attend Safety Advisory Group meetings.</b>	
<b>Confirm bookings.</b> Artists, entertainers, stallholders, equipment hire.	
<b>Communication.</b> Post information on Social Media sources and via local media	
<b><i>3 months before your event</i></b>	
<b>Task / Consideration</b>	<b>Notes</b>
<b>Review risk assessment.</b>	
<b>Review Event Management Plan and Site Plan.</b>	
<b>Check progress of licence applications.</b>	
<b>Attend Safety Advisory Group Meeting.</b>	
<b>Review finances</b> Income, budgets, advance ticket sales	
<b><i>6 weeks before your event</i></b>	
<b>Task / Consideration</b>	<b>Notes</b>
<b>Apply for temporary event notices from local</b>	

<b>authority (if appropriate)</b>	
<b>Review risk assessment.</b>	
<b>Review Event Management Plan and Site Plan.</b>	
<b>Check progress of licence applications.</b>	
<b>Review finances.</b> Income, budgets and advance ticket sales.	
<b>Attend Safety Advisory Group meetings.</b>	
<b>Appoint key task members and circulate information to team Communication.</b>	
<b>Communication</b> Print flyers and posters and distribute. Post information on social media sources and via local media	
<b><i>One month before your event</i></b>	
<b>Task / Consideration</b>	<b>Notes</b>
<b>Review and finalise your risk assessment</b> Verify and confirm risk controls.	
<b>Attend Safety Advisory Group meetings.</b>	
<b>Final booking checks.</b> Artists, entertainers, stalls, equipment, catering, insurance cover.	
<b>Organise clean up teams for during and after the event.</b> Make arrangements with local authority if appropriate.	
<b>Train your team.</b> Crowd management, traffic control, emergency procedures, general information, basic firefighting, carry out table top exercise if deemed necessary by SAG.	
<b>Erect advance notice of event signage as agreed with LCC Highways.</b>	
<b><i>The Day before the Event</i></b>	
<b>Task / Consideration</b>	<b>Notes</b>
<b>Erect temporary signs in accordance with plan agreed with LCC Highways.</b>	
<b>Hold a briefing for your team.</b>	
<b><i>The Event</i></b>	
<b>Task / Consideration</b>	<b>Notes</b>
<b>Hold final team briefing.</b>	
<b>Implement Traffic Management plan as agreed with LCC Highways in time for event opening.</b>	
<b>Remove all Traffic Management as agreed with LCC Highways at close down of the event.</b>	
<b>Debrief team to establish any lessons learned or amendments to Event Management Plan for</b>	

future use.	
<b><i>Day after the Event</i></b>	
<b>Task / Consideration</b>	<b>Notes</b>
Remove all temporary signs.	
Remove any local advertising, flyers, posters etc.	