

EVENTS CHECKLIST

Complete (x)	Process	Information
x	Initial meetings/discussions	Recorded on meeting notes.
	Risk Assessment	Must be completed by leading organisation. It is useful to perform a risk assessment with another person as an individual may not see risks other may. Get copies of 3rd party risk assessments this ensures that all parties are covered for insurance purposes.
	Insurance copies	If a community group / partner organisation is leading the event, you must provide insurance documents for your events pack. Additionally, if a third party i.e. (bouncy castle, fitness instructor) is delivering their service at your event they must provide insurance documents.
	First Aider	Copy of Certification
	External Event Pack/Licenses	RMBC / Landowners paperwork
	Promotion	Posters, Leaflets, social media.
	Booking	Have a confirmation of your venue booking (form / email)
	Event Day	
	Sign In Sheet	This must be filled in at relevant events. You cannot also get a sign in sheet completed for larger events (outdoor /open planned). If you are taking photos of the event, photo consent must be recorded.
	Copies of Risk Assessment	For display on the day.
	First Aid Kit	Check the first aid kit is fully stocked and items are in-date prior to the event, with enough time to restock if necessary.

PRE PROJECT-CHECKLIST

Risk Assessment - Must be completed by leading organisation.

If a community group / partner organisation is leading you must provide insurance documents for your events pack. Additionally, if a third party i.e (bouncy castle, fitness instructor) is delivering their service at your event they must provide insurance documents.

RMBC Land - If the event is to be on land owned by RMBC you must ensure that an RMBC events pack is completed 6 weeks before your event date.

IT IS ESSENTIAL YOUR EVENT HAS A:

- First Aider on site for the duration of the event. (3-day course minimum)
- Lost Child Point.
- A completed Risk Assessment.
- Register / fire register for volunteers.