

EVENT MANAGEMENT CHECKLIST

Committee	Yes	No	N/A	Notes
Have you established a committee to run the event?				
Have you appointed an event manager?				
Have you established an action plan outlining the entire process required to plan and run the event?				
Keep minutes of all meetings of the organising committee.				
Ensure all documentation relating to the event is retained for future reference.				
Has a budget been established for the event?				
Have you identified a suitable venue for your event?				
Has a Risk Assessment been prepared for each component of the event?				
Does your existing insurance cover this event? Have you contacted your insurer to confirm cover or notify of event?				
Arrange a debrief following the event to highlight any need for change when future events are conducted.				

Venue	Yes	No	N/A	Notes
Is the venue suitable for the event to be held?				
Has the venue been checked for general safety?				
Is the venue sufficient for the anticipated number of attendees?				
Does the venue have sufficient amenities for the number of attendees?				
Do you need to cater for patrons with disabilities?				
Has a complete site plan been prepared?				
Is there sufficient lighting at the venue for safe entrance and exit from the event?				
Has permission to utilise the venue for the event been obtained if it is not a church owned premises?				
Has approval from local authorities been sought?				
Check any licenses or permissions required have been obtained from the appropriate authorities.				
Is there a need for traffic / parking control?				
Does the venue provide easy entry and exit points for patrons and/or emergency services?				
Has consideration been given to an alternative venue if required?				

EVENT MANAGEMENT CHECKLIST - Continued

Security and Safety	Yes	No	N/A	Notes
Has an emergency management plan been prepared and rehearsed?				
Have the local police been informed of the event?				
Has security been arranged for the event?				
If an external security company is engaged, are they licensed and insured?				
How many security personnel is appropriate for the expected crowd?				
Will security be required for storage of cash and its collection from the venue?				
Has security of church/hired property in the open air been arranged?				
Do you have trained first aid providers available?				
Do you need to engage professional services such as St John's First Aid?				
Has electrical equipment been tested and tagged?				
If generators are in use, is access restricted to authorised personnel?				
Has an incident reporting process been implemented?				
Are all key personnel instructed in the incident reporting procedure?				
Has a plan been put in place to ensure safety of patrons and equipment in the event of inclement weather?				

Volunteers	Yes	No	N/A	Notes
How many volunteers will you need to staff your event?				
Are volunteers capable of safely performing the task they are being asked to perform?				
Have volunteers been given appropriate training for the task?				
Have all staff/volunteers who will work with children been interviewed and screened in accordance with state legislative requirements?				
Do Volunteers require personal protective equipment? e.g. gloves, hearing protection etc.				
Have training and procedures been put in place for manual handling tasks?				
Is food being provided by your church or organisation? (excluding food vendors)				
Do you have suitably qualified volunteers with Food Handling certification overseeing food production?				
Do you have adequate facilities to ensure the safe storage of food (e.g. mobile coolstore/bain maries etc)				

EVENT MANAGEMENT CHECKLIST - Continued

Outside Contractors	Yes	No	N/A	Notes
Have contractors provided evidence of insurance? (Public Liability and Worker's Compensation)				
Have contractors completed and provided Job Safety Analysis sheets?				
Ensure Material Safety Data Sheets are available for any hazardous substances stored/used at the venue or brought to the venue by third parties.				
Confirm any mobile food outlets are appropriately registered with the local authorities. (Sight the registration documents)				
Do amusement operators provide trained persons to operate their equipment?				
Do amusement operators ensure equipment has been licensed and inspected by the appropriate authorities?				
Will you be using fireworks/pyrotechnics at your event?				
Have you obtained a copy of the fireworks permit for the display?				
Has a site visit been conducted and an exclusion zone established?				
Has a fire safety plan been established?				
Has the site been furnished with appropriate fire extinguishers/blankets etc as required?				

Pack Up/Clean Up	Yes	No	N/A	Notes
Have adequate facilities been provided for the disposal of rubbish?				
Have arrangements been made for the collection of rubbish during the event?				
Has planning been put in place for pack up/clean up of the venue at the end of the event?				

Inform ACS of the Event:

If you have a current Insurance and Protection Package through ACS Insurance Services, contact us for a [Single Event Declaration](#) and submit it to ACS for review. This needs to be done well before the commencement of the event to enable sufficient time to enable the correct insurances to be placed. (The day before the event is not adequate time!)

Do not commence the event until you have confirmed with ACS Insurance Services (or your provider) that your insurances are adequate for the type of event you are contemplating. Your current Church or Organisation's insurance may not automatically provide the cover you require.