

Planning Safe Events Checklist

This checklist will help you with the planning for your event and will also be useful for working with key stakeholders.

Please pull out this checklist. The icon coding on the checklist matches that in the planning guide. Read the information provided in the planning guide to help you fill it out.



Event Details

Name of the Event: _____

Event description: _____

Event Manager:
Organisation the manager is working for:
Address:

Telephone/s:	Mobile:	
Fax:	Email:	
Event Date:	Duration: Start	Finish
Required time to set-up:		
Required time to pack-down:		
Venue name:	Indoor <input type="checkbox"/>	Outdoor <input type="checkbox"/>
Address/location:		
Capacity:	Expected numbers:	Entry cost:
Who is your target audience?		



Consultation and Liaison

Following are some examples of key stakeholders. There may be others you need to add to make your own list.

Key Stakeholders	Consulted	Others	Consulted
Local Police			
Ambulance Service			
Fire Services			
Security Firm			
Health and Safety Team			
District Licensing Agency			
Nelson City Council			
Venue Manager			
Media			
Transport Companies			
Hire Companies			
Waste & Refuse Services			
Residents			
Businesses			



Briefings and debriefings

	Date	Time	Location
A briefing with key stakeholders will be conducted on			
A debriefing with key stakeholders will be conducted on			



Regulations and Permits

Will alcohol be consumed at the event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you need/have a special licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Who is the Licence Holder:		
Address:		
Telephone/s:	Mobile:	
Fax:	Email:	

Will your event require?

Permit/Consent	No	Yes	Contacted Date	Completed Date
Resource Consent				
Building Consent				
Fire Permit				
Fireworks/Explosives Permit				
Food Stall Registration				
Road Closure Traffic Management Plan				
Power				
Public Liability Insurance				



The Event

Does your site plan include:

	✓		✓
The surrounding area	<input type="checkbox"/>	Information, lost property/ kids	<input type="checkbox"/>
All entrances and exits	<input type="checkbox"/>	Communications centre/command post	<input type="checkbox"/>
Emergency access routes	<input type="checkbox"/>	Drinking water	<input type="checkbox"/>
Paths for vehicles only	<input type="checkbox"/>	Food/vendors/stalls	<input type="checkbox"/>
Paths for pedestrians only	<input type="checkbox"/>	Liquor outlets	<input type="checkbox"/>
Parking	<input type="checkbox"/>	Liquor consumption and dry (non-alcohol) areas	<input type="checkbox"/>
Camping	<input type="checkbox"/>	Toilet facilities	<input type="checkbox"/>
Stages and entertainment zones	<input type="checkbox"/>	Fire extinguishers	<input type="checkbox"/>
Seating arrangements	<input type="checkbox"/>	Rubbish containers	<input type="checkbox"/>
Security and police locations	<input type="checkbox"/>	Public telephones or cell phone reception points	<input type="checkbox"/>
First aid posts	<input type="checkbox"/>	Cash outlets	<input type="checkbox"/>
Chill-out areas	<input type="checkbox"/>	Media points (TV and radio)	<input type="checkbox"/>
Contingency planning in case of bad weather	<input type="checkbox"/>		<input type="checkbox"/>

Do you have?

- Separate access for staff and entertainers.....
- Access for wheelchairs.....
- Systems for gate sales and monitoring numbers entering/exiting the venue..
- Systems for pass-outs.....
- Clear drop-off and pick-up points.....

✓

Have you organised the following?

- Safety messages in promotional materials.....
- Ticketing.....
- Gates/door system.....
- Gates/door staff.....
- Signage.....
- Transport.....
- Parking/camping.....
- Information system.....
- Communication systems.....
- Lighting and power.....
- Toilets and hygiene facilities.....
- Refuse and waste systems.....
- Security fencing.....

✓

Safety services



Have you organised the following?

- Police.....
- Fire Services.....
- Security.....
- First Aid.....
- Health and Safety team.....
- Crowd management plans.....
- Evacuation procedures.....

✓

Keep this checklist as part of your planning records.