Event Checklist

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| **Toolkit Section** | **Action** | **Complete** |
| Initial planning | Confirm the type of event you wish to run |  |
| Initial planning | Confirm where you want to run the event |  |
| Initial planning | Confirm when you want to run the event |  |
| Initial planning / Venue and facilities | Confirm suitability and availability of the venue |  |
| Venue and facilities | Confirm permissions and licenses for the event |  |
| Discipline specific | Review any resources available to support your event |  |
| Safety / Workforce | Establish organising committee or group to organise it |  |
| Finance | Prepare a budget for the event |  |
| Safety | Confirm safety officer and ensure they have attended training |  |
| Compliance | Ensure you have GDPR processes in place |  |
| Compliance | Ensure you understand membership and insurance requirements for the event |  |
| Safety | Review Paddlesafer to ensure good practice |  |
| Safety | Prepare risk assessment |  |
| Safety | Prepare medical and first aid plan |  |
| Schedule | Draft outline competition and event schedule |  |
| Safety / participant interaction | Prepare entry form and sign-up process for participants |  |
| Safety | Create safety operating plan and emergency action plan |  |
| Safety | Prepare decision making matrix for risk management processes |  |
| Welfare and Safeguarding | Ensure safeguarding policy is up to date |  |
| Welfare and Safeguarding | Create safeguarding plan |  |
| Venue and facilities | Confirm catering requirements and plan accordingly |  |
| Venue and facilities | Confirm any additional toilet facilities required and plan accordingly |  |
| Venue and facilities | Confirm car parking requirements and plan accordingly |  |
| Environment | Consider environmental impact of the event and mitigate accordingly |  |
| Spectators | Plan any activities required for spectators or other people on site |  |
| Finance | Approach and confirm any required sponsors/exhibitors for the event |  |
| Project planning | Develop contingency plans |  |
| Workforce | Identify and recruit additional volunteers |  |
| Welfare and Safeguarding | Create any activity or photo consent forms required |  |
| Environment | Prepare Check, Clean, Dry processed and messaging |  |
| Prize Giving | Plan any prize giving / medal ceremonies |  |
| Project planning / participant interaction | Create event plan, event guide and any planning checklists required |  |
| Safety/participant interaction | Prepare and send pre-event communication to participants and volunteers |  |
| Marketing and promotion | Promote the event through appropriate channels |  |
| Marketing and promotion | Prepare planning for pre, during and post event communication, e.g. via social media |  |
| Workforce | Understand any kit/communication or expenses requirements for volunteers |  |
| Sports Presentation | Confirm equipment required and any messaging for sports presentation |  |
| Workforce | Prepare pre-event briefings for workforce |  |
| On the Day | Ensure all equipment is set up and safe |  |
| On the Day | Ensure that key volunteer roles are filled |  |
| On the Day | Ensure that the event is running smoothly and that all stakeholders are happy |  |
| On the Day | Ensure all equipment is taken down and the site is cleared at the end of the event |  |
| On the Day | Ensure the venue is clean and tidy before leaving the site |  |
| Project planning | Thank participants, volunteers, sponsors and partners |  |
| Project planning / participant interaction | Collate feedback from participants and others |  |
| Project planning | Review and celebrate the success of the event |  |