

CES Program Checklist

Name of program :	Date :
Officer In-charge :	Venue :

BEFORE

PLANNING

- Event overview
- Event plan
- Event manager and staff
- Event description
- Event objectives
- Timeline
- Budget
- Identify targeted audience

PLANNING FOR THE EVENT

- Selection of a venue
- Site Plan
- Refreshment
- Lighting and power
- Toilets
- Entry and exit details
- Vehicle access
- Disability access
- Seating
- Ticketing (if necessary)
- Develop event schedule

RISK MANAGEMENT

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Create risk management plan
First aids facilities
Obtain relevant insurances for participants
Obtain relevant insurance from council/agencies if required
Contingency Plans – for wet weather, low attendance, etc

SECURITY PLAN

Crowd control
Security System (Human and system/machine)

ACTUAL DAY

Staff briefing on responsibilities
Circulate contact list with mobile numbers of all staff/volunteers
Review chain of command in case of emergency

AFTER EVENT

Removal of all equipment and rubbish
Thank you letters to all staff, volunteers and all those contributing to the event
Evaluation/debrief with key stakeholders.
Close off budget if necessary
Hold a de-brief session to look at ways of improving future events