

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
- ICT Equipment

RISK MANAGEMENT

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 AND SAFETY PLAN

- Crowd control
- Security System (Human and system/machine)
- Covid-19 Precautions

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