

Prevention Connection



Safety resources to protect your world

Pre-planning Checklist for Special Events

Topic	Ready	Not Ready	Not Applicable	Follow-Up / Notes	Date Completed
Establish a timeline that is approved by all event organizers.					
Purchase Event Liability Insurance.					
Identify roles, duties, and responsibilities for all organizers.					
Obtain any necessary permit(s) or license(s) from the City, County, etc.					
Review the venue's requirements and rules with all event organizers.					
Familiarize yourself with the venue's events before and after your event.					
Familiarize yourself with the venue's neighborhood and surroundings.					
Make sure the venue's parking is safe and sufficient for your event.					
Address any traffic concerns outside of the venue's parking lot.					
Confirm supply for basic needs: water, power, lighting, etc.					
Collect certificates of insurance from exhibitors/vendors/service providers.					
If renting equipment, make certain to understand the Rental Contract.					
Coordinate your safety plans with the venue and all vendors, etc.					
Coordinate your security plans with the venue and all vendors, etc.					
Develop a cancellation procedure, alternative date, etc.					
Make sure restroom facilities and water supply are adequate for event and size of crowd.					
Identify a central contact person for decisions to flow through media contracts.					

This bulletin is designed by SECURA Insurance to inform you of important safety measures that help prevent injury and can save you considerable expense.

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Day-of planning checklist for special events

Topic	Ready	Not Ready	Not Applicable	Follow-Up / Notes	Date Completed
Confirm that the weather and other conditions are suitable for the event.					
Identify other events going on and if they have an impact on your event.					
Make sure the venue is fully prepared with seating, bathrooms, electricity, etc.					
Ensure the venue is as you expected and there are no surprises.					
Make sure the first aid kit and medical professionals are ready.					
Be sure parking lots and traffic flow items are ready.					
Clearly post all safety rules and guidelines.					
Set up all barriers and barricades at correct distances.					
Label all exits and make sure they are accessible.					
Confirm that the food is safely set up and handled.					
Section off areas that serve alcohol, and provide security.					
Make sure rental equipment is operated by trained personnel only.					
Eliminate all trip hazards and items that create physical hazards.					
Investigate anything that is out of the ordinary.				If so, consult the venue or security immediately.	
Obtain a "Go/No-Go" notice from all vendors/exhibits/organizers, etc. prior to the event.					

Additional Resource: <http://www.nonprofitresik.org/tools/workplace-safety/nonprofit/wsp.htm>