

Event	
Location	
Date	
Meeting Date	

No	Subject	Contents	Comments
1	Concept	Type of event Doors open Start/Finish Interval?	
2	Event Management Structure	Promoter Licensee Safety Officer Major Partners	
3	Performance	Type & no. of performers  Special features Crowd interaction  Previous performance	
4	Attendees/public	Size M/F ratio Age group	

		Special factors Seated	
5	Ticketing	Nos. Special guests Pre sale Conditions	
6	Site descriptors	Area Topography Access/Egress Services Adjacent property	
7	Site perimeter	Plan supplied Design criteria Type	
8	Access/Egress	Access gates Control/flow/size Ticket checks Security checks Crowd P.A.	
9	Temporary structures <ul style="list-style-type: none"> <li>• Stages</li> <li>• Barriers</li> <li>• Towers</li> <li>• Screens</li> <li>• Viewing</li> <li>• Marquees</li> </ul>	Nos./designs  Drawings  Provided  Completion certificate	

		Wind loading Certification	
10	Electrical installation	Yes/no Generators Installation plan Back up/type Certification Lighting required	
11	Stewarding/security systems	Job descriptions Provided by Numbers Communications Liaison	
12	Emergency plans	Responsibilities Area limits Staged responses Control centre location	
13	First aid/medical emergency	Provided by Level of cover Locations Accident recording	
14	Disabled provision	Nos. identified Accompanied Viewing Sanitary provision	

		Monitoring	
15	Transportation	Transport access Car/coach parking Road closures Pedestrian routes Drop off/pick up	
16	Fire safety	Means of escape Certification Signage/lighting Raising the alarm Extinguishers	
17	Special effects	Fireworks Lasers/strobes Provided by Timing/location	
18	Sanitary accommodation	Nos./ratio/signage Location Type Provider	
19	Food/refreshments	Provided by Location Kitchen detail Menu(s) License/restrictions Queuing system	

20	Noise control	Sources Type Duration Nuisance capacity Control measures Contract arrangements Location of amps	
21	Waste	On-site litter Bulk disposal Contractor Hazardous waste	
22	Information services	Meeting points Child recovery Welfare arrangements	
23	Licensing requirements	PEL required Alcohol Applied for Conditions	
24	Relevant information	Other events Adjacent property Conflicting activities Marketing	
25	Get in/get out	Dates and times Site security Car parking	

		Staffing	
26	Road closures	Times/Dates Applied for on Signage needed Diversions needed Staffing	
27	ELP Activity	Site meeting Event appraisal	