

Checklist for organising an event

Na	ime of event:						
Da	te of event:						
Lis	List of volunteers for the event:						
	Income/expenditure analysis produced						
	Event date confirmed						
	Venue deposit paid	Date:					
	Venue fully paid for	Date:					
	All volunteers informed of event date						
	Licence requirements checked with local authority						
	If hiring equipment or a service – check the provider has full insurance before you sign the contract						
	If alcohol is being served – check the licence/permissions and age restrictions in place						
	Schedule/programme drawn up						
	Risk assessments carried out						
	Refreshments ordered – do they comply with Food Safety?						
	Any additional equipment ordered						
	Equipment deposit paid	Date:					
	Equipment fully paid for	Date:					
	Contractors/exhibitors booked and issued with documentation (if applicable)						
	Tickets printed/invitations sent out						
	Method of dealing with money agreed	I					
	If running a sponsored event – make sure you're set up to claim Gift Aid on sponsorships						
	First aid plan in place (if there are paid employees, this is essential)						
	Insurances checked (RSPCA events are covered up to £5 million Public Liability)						
	If running a raffle/lottery – check if you need a licence						

Pu	bli	city	y
----	-----	------	---

Publicity plan drawn up (social media, local press, radio, posters)
Publicity materials printed
Banners and leaflets printed
Signs printed for outside and inside building

