

EVENT CHECKLIST

Planning sheet. Record who owns each check and what still needs an answer.

EVENT / GROUP

DATE / LOCATION

1 PURPOSE + PEOPLE

Who is it for? What should they be able to take part in?

2 APPROVALS + COSTS

Confirm the host, permission route, budget and who may commit funds.

3 ACCESS + COMMUNICATION

Check access needs, clear invitations, directions and a contact person.

4 PEOPLE + MATERIALS

Assign roles, equipment, timing and a backup if the plan changes.

OPEN QUESTION / OWNER / CHECK BY

EVENT DAY CHECKS

Use this with the event plan. Agree a named owner for every unfinished check.

EVENT / GROUP

COORDINATOR / DATE

☐ Space, access route and equipment checked

☐ Team knows its roles, timing and support contact

☐ Welcome, instructions and participation choices ready

☐ Local safety and incident procedures confirmed

☐ Permission checked before photos or personal details are shared

☐ Materials returned and space left ready for its next use

☐ People thanked and promised follow-up assigned

WHAT WORKED / WHAT WE WOULD CHANGE