

VENUE / EVENT CHECKLIST

PRE-EVENT PLANNING: Have you . .

- Consulted with all stakeholders? (Local authority, emergency services, Liquor and gambling commission, transport agencies etc.).
- Applied for any licences, permits, permissions?
- Assessed risks relating to your event and documented control measures?
- Drawn up detailed site plan including all temporary event infrastructure? (staging PA, seating, catering, dressing rooms, box office, and production offices? [N.B. **MUST** include location of emergency exits, location of fire fighting equipment, muster points etc.].)
- Written a safety plan? Crowd Management / security plan? Site management plan / Production schedule? Alcohol and illicit drug policy? Lost children procedure? First-Aid / Medical treatment procedure? Waste management plan? Emergency / Crisis Management protocol and procedure? Traffic / Transport Management plan? Contingency plans for extremes of weather / structural collapse / equipment malfunction / power failure / performer illness or no-show / Catering mishap / conflicting event?
- Obtained all compliance documentation from your suppliers? (WHS Policies, Method Statements [SWMS] Certificates of Currency for liability insurance - P/L, P/I, Workers Comp etc.)
- Sighted any licences or evidence of competency from all workers, crew, contractors, volunteers etc.? (fork lift / boom lift / rigging tickets / food hygiene certification / first aid certificates / RSA / security licences etc.)
- Employed a safety bloke if you don't know how to do the three previous points?
- Obtained your own insurance? (P/L, cancellation, workers comp etc.)
- Rostered staff / volunteers and allowed for no-shows?
- Have a qualified first-aider or medic on site during the show build?
- A final pre-event check before doors with production / venue / promoter / artiste's management etc.?

INGRESS: have you . .

- Assessed how people will get to your event? (buses, trains, parking etc.)?
- Calculated how many entry gates / lanes / turnstiles you will need for the expected capacity?
- Worked out how people will get their tickets? (online / collect / post)?
- Worked out how to verify that tickets are valid and not forged or photocopied? (scan / barcode etc.)?
- Worked out patron processing time (flow rates)? What time do you open to ensure that all can get in before the show starts?
- Published your conditions of entry? (signage / on back of tickets / website / Facebook page etc.)? and a method of implementing them? (bag search procedure / metal detectors / bins for disposal of prohibited items / cloakrooms for cameras etc.)?
- A procedure for ensuring your event stays within its capacity? (patron count / ticket scan count) Control of extras (promoter's guest list / artiste's guests / staff / crew etc.)?
- Have a pass-out policy?

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EVENT: have you . .

- Arranged multi-stage programming so that each stage has capacity for headline acts?
- Access to representatives from responding agencies in your control room or on the end of a phone?
- Regular weather updates (contingencies for extremes of weather for outdoor events / people queuing outside in the rain etc.)?
- Written a “showstop” plan and discussed and agreed it with the performers and venue?
- A system for reporting incidents and injuries and dealing with complaints?

EGRESS: have you . .

- ensured all obstructions to egress are completely removed before the end of the event? (barriers, search tables, merchandising outlets. vehicles etc.)?
- ensured that the event finishes before public transport? (do you need to organise extra buses etc.)?
- If for a young audience have you an agreed parent’s meeting or vehicle pick-up point?
- Arranged the appropriate amount of additional lighting outside if finishing at night?
- Procedures in place so that patrons can leave the venue safely without danger of trucks, forklifts and equipment for load-out?
- Rostered load-out crew in time for inductions etc. before the end of the show?
- Booked overnight security if the show’s not fully out tonight? (They won’t stay to look after the after-show party until 4:00am unless you arrange it in advance and pay them).

AFTERWARDS: do you . .

- have a system for follow up after any incidents or injuries?
- have a system for lost and found property / people who’ve lost their train ticket / money etc. ?
- have a procedure for who stays behind to clear up (are cleaners booked) all the rubbish post-show (including all the flyers on the floor outside the front of the venue)? and keep an eye on the aftershow etc. before handing the venue back?
- have enough bins for all the bottles, cans etc. (recycling policy)
- Have a waste management procedure for food waste / cooking oils etc.
- have a procedure for outdoor events to inspect for damage and arrange reinstatement of grass etc.
- have a safe procedure to get the ticket take and merchandising money to the bank?
- have a date booked for a debrief?