

Event day - checklist

Event Form

This checklist has been designed to be used on event day as a helpful reminder of actions and items you may need to consider before opening your doors, during event, and post-event.

As every event is different the event organiser should consider modifying the checklist to suit the specific needs of the event.

Please refer to the City of Perth Event Planning Guide for further information and resources. It can be found at the [City of Perth website](#).

Event name:

Event location:

Pre-event:	Actioned	Responsibility	Comments
Have all contractors and staff been inducted on to site?	<i>Yes</i>	<i>Site Manager</i>	<i>All staff to report to site office on arrival</i>
Have all staff and volunteers been signed into the staff registry?			
Have all staff and volunteers had a site walk-through and briefing on emergency procedures?			
Have all volunteers been allocated water, food & sunscreen?			
Have key contact lists, and emergency maps been distributed around site?			
Are emergency paths clear of obstructions?			
Are all emergency exit signs illuminated, exits are clear, gates are unlocked and can swing open, and security are in position?			

Pre-event:	Actioned	Responsibility	Comments
Have cleaning staff had a site walk-through, and been briefed on waste management procedures?			
Have 2-way radios been checked, signed out to staff, and all staff have had briefings on communication etiquette?			
Are gates set-up and Disney lanes installed?			
Is signage set up for bag check, express entry, VIP lanes, and exit lanes?			
Are ticketing software systems ready and ticket box equipped?			
Are staff briefed and equipped with scanners and wristbands?			
Are security present for ID checks, bag checks and supervision?			
Is all traffic management in place and operational?			
Is all infrastructure set-up, secured and/or tied down?			
Are all cables tested and tagged?			
Are all cables in the public areas covered by cable tray or raised, and all trip hazards removed?			
Are fire extinguishers installed according to the site plan?			
Are all bins placed into bin stations according to the site plan?			
Are all toilets clean, stocked and open for service?			
Is the Event Operations Centre (EOC) set-up and able to receive phone and radio calls?			

Is emergency lighting on the inside and outside of site installed and operational for egress?			
Are First Aid set-up and operational?			
After event:	Actioned	Responsibility	Comments
Is the emergency lighting on for egress?			
Have cleaners done the first sweep of site post event?			
Have cleaners done a perimeter sweep?			
Has security safely egressed all patrons from site?			
Has security done a sweep, and closed all gates?			
Has site manager turned off all power and locked all gates before leaving?			
Approvals:	Actioned	Responsibility	Comments
Are all structures including marquees, stages, decking and scaffolds signed off by relevant professional?			
Have the structure certificates and sign-offs been given to the City of Perth Officer?			
Have you received the Certificate of Accommodation from City of Perth Health Officer?			
Do you have the Certificate of Accommodation displayed at the front entrance?			
Has the Form 5 electrical been signed off from the qualified electrician? and handed to City of Perth Officer?			
Are all food vendors with permits, ready for inspection by City of Perth Health Officer and open for trade?			