

EVENT MANAGEMENT : CHECKLIST FOR AN EVENT - 2023

(NB – Please fill in only the relevant sections!)

1. Event:

Title/Name of Event: _____

Type or Purpose of Event: _____

Organising Entity (Dept, Club, Society, etc): _____

Contact Person/s: _____

Tel No/s: _____

2. **Date of Event:** _____

3. **Time of Event (From)** _____ **To:** _____ **Hours:** _____

4. Full days _____

5. Venue and booking confirmation:

Main Venue: _____

Other Venues: _____

Booking/s Confirmed? _____ With whom? _____

5. Estimated numbers attending: _____

	Number	
All-ticket event		<i>(Please choose only ONE of these alternatives.)</i>
“Members only” event		
Partially-ticketed event		
Non-ticket <u>open</u> event		
Non-ticket <u>closed</u> event		
VIP's <i>(Please enter names in Section 24.)</i>		<i>(Excluding their bodyguards)</i>

6. Entertainment

Stage requirements / description

Other

(Note: All loudspeakers must face away from the nearest residential areas/buildings.)

7. Crowd Control *(To be read in conjunction with Section 9.)*

Temporary fencing details, if applicable:

Ticket sale & control points:

Other:

8. Liquid Refreshments :Alcoholic and/or Non-Alcoholic Drinks

Sale times:

Storage & stock control:

Liquor licence:

- Underage drinking control:

- Drinking receptacles

- Cash clearance procedures (refreshment takings) –

9. Security Plan *(Please complete only the relevant sections. Attach fuller details, if necessary.)*

a.	Floor Plan / Site Plan <i>(Copy to be attached.)</i>	
b.	Boundaries of venue – location & type	
c.	Entry & exit points into venue – location & type	
d.	Crush barriers & crowd control	
e.	Access control methods – main gates – other entrances/exits	
f.	Event Security Manager <i>(including name & contact details)</i>	
g.	Marshals <i>(Please attach full list of names.)</i>	
h.	Security staff - type & number <i>(Please attach full details, with quote.)</i>	
i.	SAP / Metro Police support	
j.	Cash handling plan - all points <i>(Please attach detailed explanation.)</i>	
k.	Security at Points of Sale	
l.	Backup weather plan	
m.1	Venue Operations Command (VOC) – Full	
m.2	Venue Operations Command (VOC) – Mini	
m.3	Joint Operations Command (JOC)	
n.	Buses & transport for audience <i>(Please attach quote, if relevant.)</i>	
o.	Noise control – limits and measures to be taken	
p.	2-Way radio requirements <i>(or cell 'phone communications)</i>	
q.	Lost children	
r.	Other (specify):	

10. Certificate of Fitness for an Event: (Emergency Services)

-	Fire safety		
-	Stage certificates		
-	Fire extinguisher equipment		
-	Fire retardant drapes		
-	Evacuation routes		
-	Safety/control signage		
-	Use of gas / open fires		
-	Fire safety inspection		

11. Access & Egress Control (including Search Procedures)

-	Adequate staffing? (Numbers & Roles)	
-	Signage re: Search Procedures	
-	Body or metal detector search	
-	Statement regarding dangerous weapons & steps to be taken	
-	Emergency route and evacuation	
-	Passout procedures	

12. Parking and Traffic Plan

-	Road closure/s	
-	Parking area/s	
-	Overflow of vehicles / buses	
-	JMPD support	
-	Equipment needs:	
	• Cones	
	• Barriers	
	• Signage	

13. Medical Facilities & Standby Arrangements

-	First Aid	
-	Ambulance	
-	Paramedical / Medical Staff	
-	Campus Health / Hospital	

14. Electrical Requirements

-	Power points	
-	Cable and plug connection safety	
-	Back-up power	
-	Standby generator/s	
-	Electrician on Standby	

15. Toilets

-	Existing	
-	Temporary	
-	Cleaning arrangements	

16. Services – Cleaning, etc

-	During event	
-	After event	
-	Refuse bins	
-	Refuse storage area	
-	Other Services	

17. Water Supply (Sufficient water available? - Yes/No, with details of sources.)

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18. Catering Arrangement (incl compliance with health regulations) (*Pse attach copies of contracts.*)

19. Health & Hygiene Concerns (non-medical)

20. Transport (for organisers, security, equipment, etc)

20. Legal Requirements

Liability Contract
Insurance

21. Shutdown Procedures

Safety officer to advise
Emergency Shutdown / Evacuation Procedure:

22. Notification

Have local communities been informed?
Who and how?.

23. Advertising & Publicity (including disclaimers & prohibitions)

Posters (<i>Attach copy</i>)
Flyers (<i>Attach copy</i>)
Electronic media (<i>NB – Only with prior permission of the Registrar.</i>)

24. General

a	
b	
c	
d	
e	
f	
g	

The above is correct, to the best of my knowledge. (*Organiser or representative*)

Name: Signature:

Date: Telephone No:

Approved by (Head of Centre – Disaster Management) –

Name: Signature: Date:

Concurred by (SAPS Station Commander / Responsible Officer) –

Name: Signature: Date:

Section 6(3) Disaster Prevention Committee

Date/s of meetings: _____

Concerns expressed: _____

Conditions to be fulfilled: _____

Event Risk Rating as per SASREA Application for this event: _____