## Event Management Plan SOP Checklist

### Initial Planning Activities Checklist

<table>
<thead>
<tr>
<th>Completed</th>
<th>Activities</th>
<th>Activities</th>
<th>Tips / Examples</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>STEP 1: Initial Pre-Planning (3 months)</strong></td>
<td></td>
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</tr>
</tbody>
</table>
|           | Identify Date, Time and Place of event | • Identify the Event Manager  
• Permit  
• Insurance needed | • Try not to schedule event when other community events are already planned |       |
|           | Organized the Planning Committee | • Emergency Planning Office  
• Safety Office  
• Law Enforcement  
• Communications Department  
• Administration  
• Facilities Management  
• Environment Division-Solid Waste Program  
• Event Stakeholders/Departments/Agencies  
• Others as needed | • Facility outreach early and often  
• Develop contact list based on event |       |
|           | Identify Roles and Responsibility | • Event Coordinator  
• Safety Officer  
• PIO-Comm. Dept/Promoter  
• Logistics- Resources “get the stuff”  
• Operations-Oversees the event  
• Finance/Administration-Cost  
• Planning-Collecting, evaluating and prepare alternate strategies for event |                 |       |
## Event Management Plan SOP Checklist

**STEP 2: Event Risks (2 months)**

| Budget | Financial Allocated  
|        | Event cost  
|        | - Tent Rental  
|        | - Food  
|        | - Port-a Potties  
|        | - Table and Chairs  
|        | - Media Costs  
|        | Financial Support  
|        | - Tribal Program  
|        | - Business Sponsorship  
|        | - TGF  
|        | - Other  

| Identify Hazards/risks | Weather  
|                       | Slip, trips and falls  
|                       | First Aid Station  

| Traffic and Pedestrian Plan | Adequate parking  
|                            | Access for people with disabilities  
|                            | Access routes to the venue  
|                            | Adequate lighting  
|                            | Shuttle services  
|                            | Road Closures  
|                            | Adjoining Properties  
|                            | Access for Emergency Vehicles  
|                            | Signage for potential travel delay  
|                            | Disseminate accurate, timely and consistent traveler information  
|                            | Ingress/egress parking flow  

| Insurance | Reach out to HR for liability  
|           | Property and Equipment insurance  

# Event Management Plan SOP Checklist

| Site Plan Checklist | First Aid stations/posts  
|:-------------------:|:--------------------------:  
|                    | Port-a-Potties stations  
|                    | Seating  
|                    | Media  
|                    | Vehicle access routes  
|                    | Parking  
|                    | Fire Extinguisher  
|                    | AEDs  
|                    | Lost kids/property  
|                    | Food Vendor  
|                    | Water sites  
|                    | Information Site  

| Public Health Risks | Proper sanitary measures  
|:-------------------:|:--------------------------:  
|                    | Adequate number of toilets and hand basins factors:  
|                    |   o # of patrons  
|                    |   o Sext of the patrons  
|                    |   o Duration of Event  
|                    |   o Alcohol available  
|                    | Handicap toilets  
|                    | Water  
|                    | Waste Management  
|                    | Shelter  

| Public Safety | Security and Crowd Control  
|:--------------:|:--------------------------:  
|               | Lighting and Power  
|               | Temporary Structures  
|               | Signage  

# Event Management Plan SOP Checklist

## STEP 3: Event (1 month)

<table>
<thead>
<tr>
<th></th>
<th>Event Promotion and Marketing</th>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Invitation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Flyers</td>
<td></td>
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<tr>
<td></td>
<td>Local media and newspapers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Social Media Pages</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Signage</th>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Entrance and Exits</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Parking</td>
<td></td>
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<tr>
<td></td>
<td>Traffic Signs on East and West of State Route 37</td>
<td></td>
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<tr>
<td></td>
<td>First Aid Posts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Security</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Health Promotion</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No glass containers</td>
<td></td>
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<tr>
<td></td>
<td>Smoke Free Events</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Don’t drink and drive</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Food and water available</td>
<td></td>
</tr>
</tbody>
</table>
