Event Management Plan SOP Checklist

Initial Planning Activities Checklist				
Completed	Activities	Activities	Tips / Examples	Notes
STEP 1: Initial Pre-Planning (3 months)				
☐	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		

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STEP 2: Event Risks (2 months)				

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

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☐	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:
		    ○ # of patrons
		    ○ Sext of the patrons
		    ○ Duration of Event
		    ○ Alcohol available
		• Handicap toilets
		• Water
		• Waste Management
		• Shelter		

☐	Public Safety	• Security and Crowd Control • Lighting and Power • Temporary Structures • Signage		

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STEP 3: Event (1 month)				
☐	Event Promotion and Marketing	- Invitation - Flyers - Local media and newspapers - Social Media Pages		
☐	Signage	- Entrance and Exits - Parking - Traffic Signs on East and West of State Route 37 - First Aid Posts - Security - Health Promotion - No glass containers - Smoke Free Events - Don't drink and drive - Food and water available		