

Vendor and Supplier Information

Complete with contact information for caterers, entertainment, equipment suppliers, etc.

Organization	Service	Contact Name	Notes

Emergency Services Information

Complete with relevant contact information for fire, police, first aid, etc.

Organization	Service	Contact Name	Notes

Safety Checklist for Events:

Venue Planning

Have the following been conducted or discussed with the venue?

- Insurance requirements met
- Venue rules and requirements
- Site walk-through conducted
- Event map and signage
- Space for attendee gatherings
- Temporary structures
- Backstage facilities
- Parking, traffic, and pedestrian routes
- Rendezvous points
- Ground conditions
- Emergency access and exit.
- Sight lines for audience
- Perimeter fencing/safety barriers

Setup/Teardown

Has the process for setup and teardown been established?

- Setup/teardown dates and times
- Storage areas
- Tools needed
- Special equipment needed
- Barricaded areas/fencing

Risk Management

Are the following items needed?

- Insurance requirements met
- Contracts met
- Participant liability waivers
- Supplemental insurance

Security Management

Have the following security issues been addressed?

- Attendee check-in/out process
- Armed intruder/suspicious person
- Security guards/police needed
- Bomb threat/suspicious package

Severe Weather

Have plans for weather emergencies been addressed?

- Go/no-go criteria for event
- Lightning/thunderstorms
- Tornadoes/windstorms
- Flooding
- Snow/cold weather
- Shelters identified (for outdoor events)
- Method to notify attendees

Health and Safety Planning

Does the event's health and safety plan include the following?

- Organizational chart (including responsibilities, event leaders, supervisors, etc.)
- Details of the event (including schedule of activities, times, locations etc.)
- First aid plan (including location of first aid base, emergency management details, etc.)
- Site plan (showing location of entryways, exits, activities, and events)
- Communications plan (showing how radios and mobile phones are allocated)
- Details of key personnel (included in this checklist)
- Duties list (including details of tasks, locations, and times)
- Crowd/traffic control measures
- Emergency plans (for evacuation procedures, crowd control and assembly points)
- Severe weather plans (for natural disasters, storms, flooding, etc.)

Fire Safety

Have fire hazards been identified and addressed?

- Fire extinguishers in place
- Evacuation process
- Sources of heat/sparks/open flames
- Emergency vehicle access
- Fire exits/access clear
- Exits and gateways locked/unlocked, staffed
- All exits and gateways clearly marked by signs
- Provision of fire extinguishers
- Fire alarms in working order and recently checked

General Safety

Have the following safety issues been addressed?

- Entryways/exits free of hazards
- Entryways/exits are accessible
- Entryways/exits are clearly marked
- Attendee risk assessment done
- Road closures/barricaded areas
- Drinking water at the event
- Tripping hazards (cords, etc.)
- PPE (gloves, vests, etc.)
- Pest control for outdoor events

Communications

Has the following information been conveyed to event attendees?

- Logistics (time, place, etc.)
- Safety/venue requirements
- Parking plans/area(s)
- Areas where parking is prohibited
- Items prohibited at the event

Utilities

Have all utilities for the event been identified, discussed, and approved with the venue owner?

- Electrical
- Generators
- Compressed gases
- Propane
- Water

Hygiene and Sanitation

Is basic sanitation provided?

- Access to restroom facilities
- Access to running water
- Janitorial staffing
- Trash disposal

Food Handling

Have the following food safety issues been addressed?

- Licensed caterers used
- Gloves for servers
- Handwashing stations/sinks
- Food properly covered
- Outside serving under cover/tent

Event Safety Plan Circulation

Have safety plans been distributed to and discussed with the following emergency personnel?

- Venue management team
- Police and Local Law Enforcement
- Fire and Rescue Services
- Ambulance Service

FORM COMPLETED BY:

SIGNATURE:

DATE:

Notes and Action Items

About pc/nametag:

For over 40 years, pc/nametag has helped business and event professionals create meaningful connections through custom-branded products and unique service offerings. Specializing in customizable name tags, badges, lanyards, badge ribbons, promotional products and office supplies, pc/nametag works with you to create memorable experiences that bring people together.

pc/nametag also offers curated gift box delivery services for a variety of occasions. With thousands of items to choose, pc/nametag works with you to design a themed box that can be mailed to recipients' homes or offices.

*To learn more, visit pcnametag.com or call **888.354.7868**.*

