

Sample Event Day Checklist
for Community Hosted Festival or Special Event

Pre-Event Set-Up

	Set Up Safety Zones/ Signage	Use traffic cones and signage to mark off areas that will be designated for fire lanes, vendor loading, VIP parking, Community Event Trailer, or any large activities (bouncy castles) etc.
	Set Up Road Closure Equipment <i>(if necessary)</i>	Set up barricades, signage, and traffic cones near the closure area so everything is ready to go
	Set Up Event Signage	Set up event day signage or sandwich boards listing the event schedule, site map, parade route, etc.
	Set Up Volunteer Headquarters	Ensure the room or tent are set up with necessary equipment, task lists, radios, event day schedule, event day contacts, emergency procedures, garbage supplies, etc.
	Set Up First Aid	Ensure the room, tent, or table is ready for the First Aid attendant(s)
	Assign Tasks	Meet with volunteers and assign tasks for event day
	Set up Equipment	Set up any tents, lighting, electrical, tables, handwashing stations, etc. that vendors require for the event. Ensure that tent weights, cord covers, cones, etc. are used for safety. Make sure to test any lighting or sound equipment to ensure it works before the event starts.
	Greet Vendors	Assign a volunteer to meet vendors at the event entrance so they can greet them and direct to the correct area for unloading, food truck parking, etc.
	Inflatable/ Amusement Device Safety Check	Double check that all inflatable or amusement devices (ie: bouncy castles) are licensed and certified to operate
	Pre-Event Safety Walk	Walk the event (preferably with a partner or volunteer) to check that safety standards are being met (use of tent weights, cord covers, cones, fire lanes are clear, etc.) and communicate with vendors about requirements

During the Event

	Check Waste & Recycling	Assign a team of volunteers to check on the waste and recycling receptacles throughout the event (depending on event time, amount of food trucks, etc.) Ensure volunteers are equipped with gloves, bags, tongs, etc.
	Event Safety Walk	Ask a volunteer to do a walk around to double check that vendors, participants, etc. are still complying with safety standards

	Event Schedule	Ensure entertainment, performers, speeches, etc. are following the event schedule.
	Vendor Check In	Check in with vendors, performers, etc. to ensure they have everything they need
	Deal with Issues <i>(if necessary)</i>	Deal with any issues (ex: electrical not working, cord cover missing, etc.) as they arise

Post Event Clean-Up

	Help Vendors Load	Coordinate with vendors for post event clean-up. Stagger loading times to ensure fire lanes, roadways, parking areas, etc. remain clear at all times.
	Take down Equipment	Remove valuable equipment first (ex: sound system, electrical, etc.), followed by lights, tables, chairs, tent weights, tents, etc.
	Take down Signage & Safety Equipment	Once event has been cleared of most attendees, volunteers, vendors, etc., remove event signage and safety equipment
	Clean up Waste and Recycling	All waste and recycling need to be handled properly and removed from the event site.
	Final Event Walk Around	Once everything has been cleaned up, walk the event site one more time to ensure nothing has been left out (signs, cones, etc.)