

MUCH Event Planner/Checklist

Name of Event

Event Lead

Date of Event

Target Audience / Purpose

How/when advertised

Outside event Yes / No

If yes what if any weather contingency:

Is Insurance in place?

Public Liability

Employ Liability

Are prizes needed? If yes what.

What, if any, preparations are needed. Who are these assigned to? Also date to be completed.

Any specific roles required e.g. Risk assessor etc

Any permissions required e.g. road closure etc

Trustee approved funding

£0.00

Date checks - To confirm organisation is in place and the event goes ahead.

(The last should be close enough to take account of the weather forecast)

1st Date	<input type="text"/>	Y/N	<input type="checkbox"/>
2nd Date	<input type="text"/>	Y/N	<input type="checkbox"/>
3rd Date	<input type="text"/>	Y/N	<input type="checkbox"/>

Approved August 2019

For review August 2020