

Chairman's Checklist

Site & Facilities:

- Location _____
- Rental Fee _____
- Indoors _____
- Outdoors _____
- Rest rooms _____
- Large group meeting area _____
- Activity/games area _____
- Cooking area _____
- Concession area _____
- Camping area _____
- Electricity/power source _____
- Water _____
- Signs _____
- Gate access/security control _____
- Lighting _____
- Telephones _____
- Parking _____

Regulations:

- Insurance _____
- Fire _____
- Police (city/county/state) _____
- Permits _____
- License _____
- Legal _____
- Tax _____
- Contracts _____
- Safety _____

Equipment:

- Tables _____
- Chairs _____
- Shelters/tarps/tents _____
- Signs _____
- Lighting equipment _____
- Sound equipment _____
- Stage _____
- Power equipment/generators and gas cans _____
- Refrigeration _____
- Flashlights _____
- Masking/elec./duct tapes _____

Finance:

- Establish Budget _____
- Sponsors _____
- Donations _____
- Paying Bills _____
- Receipts _____
- Accountability _____

Sanitation:

- Portable toilets _____
- Dumpsters _____
- Trash cans and bags _____
- Showers _____
- Drainage _____
- Firewood _____

Security:

- Command post _____
- ID/T-shirts/vests _____
- Walkie-talkies and bull horn _____
- First aid kit _____
- Fire extinguishers _____
- Batteries and recharger _____
- Rolls of safety ribbon _____

Placement and Operation of Equipment and Attractions

Food & Beverages:

- Menu _____
- Purchase _____
- Storage _____
- Dispersment _____
- Cost _____
- Cooking supplies _____
- Serving supplies _____
- Leftovers _____
- Manpower schedule _____

Money:

- Cash boxes _____
- Change _____
- Receipt cash book (duplicate) _____
- Petty cash book (duplicate) _____
- Money bags, coin rolls & bands _____
- Safe _____
- Security/handling procedures _____
- Accountability _____

Tickets:

- Gate passes (color code) _____
- Registration forms _____
- Copy to printer _____
- Rolls of tickets (food, beverages, door prizes) _____

Entertainment:

- Type _____
- Budget _____
- Contracts/payment schedule _____
- Equipment needed _____
- Establish post event schedule _____

Awards:

- Prizes _____
- Trophies _____
- Display of awards _____
- Presentation time and people _____

Thank You:

- Keep track/sign in sheets _____
- Verbal _____
- Written letters and magazine _____

Gate:

- Waiver Forms _____
- Membership forms and sign-in book _____
- Pens and pencils _____
- Notebooks and post-it notes _____
- Poster board and markers _____
- Stapler and staples _____
- Scissors, rubberbands, safety pins _____
- String, rope, Ziploc bags _____
- Necessary contacts and phone numbers _____
- Extra extension cords and light bulbs _____

Publicity:

- Press releases / PSAs _____
- Advertising posters and flyers _____
- Copy to printer _____
- Media coverage at event _____
- Program of events _____
- Photos _____

Games/Activities:

- Secure area _____
- Type, rules, management _____
- Equipment needed _____
- Prizes _____

Clean Up:

- Dumpster/garbage bag pick up _____
- Return borrowed items _____
- Lost and found items _____

Report To Organization:

- Treasurer _____
- Board and members _____

See event budget report on page 45