

# 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