

Event Checklist

Event Stall

- Folding Tressel Table/s and covering
- Uniform & Spare clothes - jumper
- Marquee / Raincover
- Charity Collection Box & Leaflets
- Scissors, Sellotape, Blutac
- Business Cards
- Notepad / Paper & Pen
- Advertising Boards/Signs
- Camera - Charged with free memory
- Raffle Prizes
- Ribbon
- Pack Lunch + Drink
- Folding Chairs
- Money - Float for stock
- Mobile - Charged and on at all times
- Stock To Sell
- Parking Permit / Meter Money

Paperwork

- Mayor's Assistant Contact Details - Ribbon Cutting
- Public Liability Single Event Insurance
- Risk Assesment
- Town Council Venue Hire or Private Hire Contract
- First Aid Staff Certificate
- Marquee Hire
- Inflatables Hire
- Entertainers / Performers Hire
- Electrics Outline/Map for facilities on site
- Raffle / Collection License

Notes

Publicity & Advertising

- Printed Posters and leaflets to local shops, cafes, town centre etc.
- Post Ads Online to local 'Whats On?' groups
- Contact local radio
- Contact local newspapers
- Contact regional news / television