

## Planning Guide

## Appendix One

Action	Person Responsible	Target Date	Date Completed	Comments
Research and Set date				
Form Committee				
Design Event				
Produce Planning Schedule				
Establish Who Does What				
Choose Venue and Book				
Establish Funds/Set Budget				
Check Legal Obligations				
Obtain Permissions				
Establish Insurance				
Marketing and PR				
Book Artistes				
Contingency Plan				
Risk Assessments				
Specialist Equipment				
Sale of Alcohol				
Temporary Structures				
Provision for the Disabled				

<b>Action</b>	<b>Person Responsible</b>	<b>Target Date</b>	<b>Date Completed</b>	<b>Comments</b>
Welfare Arrangements				
Health and Safety				
Noise Control Plan				
Security/Stewards				
Traffic/Transport Plan				
Emergency Plan				
Staff/Training Plan				
Site Service Plan				
Catering Plan				
Waste Management Plan				
Site Services Safety				
Site Inspection before opening to public				
Artiste Liaison				
Accidents				
Customer Care				
Clean Up				
Feedback				

