

EVENTS CHECKLIST.

Delete or mark "N/A" any items which do not apply.

Name of event	
Date and time (check hall/church free))	

Ticket price		Profit (if any) to:
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Action by (name):

Completed:

Book hall		
Tickets - Printing		
Tickets - Sales		

PUBLICITY/CALENDAR

Action by (name)

Completed::

Posters/Flyers?		
Magazine?		
Pewsheets?		
Website?		

CATERING

Cooked, Ploughman's, Bring & Share?	
Bring own Drink etc.?	
Tea & coffee provided?	

A separate list will be needed for the catering section

Action by (name):

Completed:

Catering helpers - co-ordinating		
'Setting up' helpers - co-ordinating		

OTHER

Action by: (name)

Completed:

Risk Assessment?		
First Aiders?		
Insurance (PCC approval)?		