

# SPECIAL EVENTS CHECKLIST TEMPLATE

Risk Control Tasks to be Completed: Special Events	Yes	No	N/A
<b>Risk Control</b>			
Ensure that the event meets the safety and other requirements deemed appropriate by the authority granting the permit for the event			
Ensure that the grounds, access, and vegetation are properly maintained, are clean and sanitary, and that the entire event location is safe			
Ensure that sufficient washroom facilities are provided			
Work with event organizers, police, and other authorities to ensure that there are adequate traffic, participant, and spectator controls in place			
Work with event organizers, fire department, and other emergency response teams to ensure that an effective emergency action plan is in place			
Ensure that all event participants and performers have sufficient insurance or participation waivers in place and that they provide proof of same to the event organizer, naming your club as additional insured			
Ensure that an effective risk transfer agreement is in place, holding the club harmless from any potential liability emanating from the use of the event location. Consult qualified legal counsel to ensure that such an agreement is in place			
<b>Finance Controls</b>			
Contact insurers at least four weeks prior to the event to ensure that the event is registered in your insurers files			
Additional liability insurance riders maybe purchased if deemed necessary			
If your club owns or operates the event location, ensure that a facility management fund is established to ensure that the cost of periodic maintenance and component replacement is dealt with over a manageable time frame.			