CENTER FOR FAMILY SERVICES

Event Safety Checklist

Consider all of the following in planning your program event:

- Event Title/ Description
- Purpose of Event
- Event Location / Date / Rain Date
- Indoor/Outdoor/Mixed
- EMS/ First AID
- ADA Compliance
- Occupancy Compliance
- Emergency Protocols
- Signage
- Sanitation / Restroom Facilities
- Crowd Management / floor plan
- Security
- Permits / licenses/ vendor verification
- Insurance Coverage / riders
- Food Preparation / Storage
- Waste collection / removal
- Information Technology
- Utilities / Power

- Special Equipment / Tents / Seating
- Staging / Portable Fencing
- Traffic Control / Parking
- Drinking Water
- Set up / Breakdown
- Communication Chain
- Weather Monitoring / contingencies
- Miscellaneous concerns:
- Concession trailers/ vendors
- Street/ sidewalk Closures / obstructions
- Entertainment
- Grills / tanks
- Combustible materials / chemicals
- Community notification / marketing
- NOISE/Time restrictions / ordinances