

# GEORGIA STRAIT

EVENT SERVICES

SPECIAL EVENT CHECKLIST - Every event has different needs. Many of the following items are time sensitive but are not listed in any particular order.

We are sure you will add many of your own.

- Book Venue
  - Deposits Paid
  - Permits
  - Liquor Licence
  - Entertainment
  - M.C.
  - Security arranged
  - Fencing ordered
  - Beverage vendors booked
  - Food vendors booked
  - Accommodations for out of town guests
  - Toilets
  - Hand cleaning stations
  - Parking arranged
  - Parking tags/stickers
  - Ice & storage
  - Refrigeration
  - Tables & chairs
  - Bank Account set up
  - Cash floats
  - Float bags
  - Cash drawers & cheat sheets
  - Calculators
  - Garbage bins
  - Garbage pick-up
  - Event tickets
  - Tickets for drinks/food
  - Ticket distribution
  - Sound system
  - Staging
  - Tenting
  - Transportation
  - Medical team
  - Medical kit
  - Signage
  - Print ads/flyers
  - Sponsors
  - Program for visitors
  - Volunteer meals
  - Volunteer water
  - Cash machines (ATM)
  - Research grants for financial support (non-profit)
  - Decorations
  - Event lighting
  - On site signage (washroom, exit, etc.)
  - Media release
  - Golf carts
  - Heaters
  - Gas for heaters
  - Coffee & percolator
  - Photographer
  - Web site & information
  - Radio communications
  - Flashlights
  - Schedule orientation
  - Staff area
  - Water for staff/volunteers
  - Security/cash office
  - Map of event for staff
  - Food for volunteers
- STAFFING
- Schedules
  - Sign in/out sheets
  - Payroll receipts
  - Security
  - Night security
  - Cashiers
  - Parking attendants
  - Garbage removal
  - Shuttle drivers
  - Sound/lighting techs
  - Set up/tear down crew
  - Bar staff
  - Cooks