

ITEM	TASK	DATE	BY WHOM	CONFIRMED
ELECTRICITY	MAPS/PLANS			TO ALL STAFF
POWER GENERATOR	INSTALL			
EXISTING SUPPLY	CHECK			
CABLING/WATERPROOF	CONNECTED			
CONTROL SWITCHES	INSTALL/LABEL			
LIGHTING				
SECURITY LIGHTS	INSTALL/CHECK			
FLOOD/SEARCH LIGHTS	INSTALL/CHECK			
WORK LIGHTS-	INSTALL/CHECK			
-STORAGE AREA	INSTALL/CHECK			
-MAINTENANCE AREA	INSTALL/CHECK			
-CATERING AREA	INSTALL/CHECK			
SPECIALIST LIGHTING	INSTALL/CHECK			
LASER	INSTALL/CHECK			
DISCO/CONCERT	INSTALL/CHECK			
BILINGUAL SIGN LIGHTING	INSTALL			
-EXITS	CHECK			
-ENTRANCES	CHECK			
-EMERGENCY EVACUATION	CHECK			
-TICKET OFFICE	CHECK			
-CATERING FACILITIES	CHECK			
-NON-SMOKING AREAS	CHECK			
-SMOKING AREAS	CHECK			
WATER SUPPLY	CONNECT			
WASHING HOT/COLD	CHECK			
DRINKING WATER	CHECK			
HOSING PURPOSES	CHECK			
INFRASTRUCTURE	ERECT/DESIGN			
PATHWAYS-PERMANENT	CHECK			
- TEMPORARY	INSTALL			
SCAFFOLDING	INSTALL			
BARRIERS/CONTROLS	ERECT			
FENCING	ERECT			
SCREENING	ERECT			
ZONED AREAS	INSTALL			
SHADED AREAS	EXISTING TREES			
WIND BREAKS	ERECT/EXISTING			
RIGGING	INSTALL			
STAGING	ERECT SEE 6.3			

ITEM	TASK	DATE	BY WHOM	CONFIRMED
MARQUEES/TENTS	ERECT/DESIGN			
GRASS STANDING	NATURAL/LAID			
HARD STANDING	NATURAL/LAID			
AIR CONDITIONING	INSTALL			
SEATING/TABLES	POSITION			
HEATING	INSTALL			
POWER GENERATOR	INSTALL			
DÉCOR/THEME LINKED	ERECT/POSITION			
BANNER/SPONSOR TITLE	POSITION			
BARRIER CONTROLS	ERECT			
BUNTING	POSITION			
FLAGS	POSITION			
POSTERS	POSITION			
DRAPES-FIREPROOF	HANG/POSITION			
FLORAL DISPLAYS -	ARRANGEMENTS			
- FRESH FLOWERS	POSITION			
- ARTIFICIAL/SILK	POSITION			
- PLANTS	POSITION			
STANDS/STALLS	ERECT/DESIGN			
DISPLAY CABINETS	POSITION			
MOBILE STANDS	POSITION			
TABLES-MARKET STALLS	POSITION			
CHAIRS/STOOLS-STAFF	POSITION			
SOUND SYSTEMS	INSTALLED			
PA SYSTEM	INSTALL			
DIGITAL SYSTEM	INSTALL			
MUSIC /AMPLIFIERS	INSTALL			
HI FI EQUIPMENT	INSTALL			
AV EQUIPMENT	INSTALL			
BROADCAST SOUND	INSTALL			
VOICE OVER SERVICE	INSTALL			
WEBCASTERS	POSITION			
MONITORS	POSITION			
SPEAKERS	POSITION			
MICROPHONES	POSITION			
ACOUSTICS	CHECK/ADJUST			

ITEM	TASK	DATE	BY WHOM	CONFIRMED
SANITARY FACILITIES	INSTALL/ERECT			
TOILETS	CLEAN/READY			
PORTALOOS	ERECT/POSITION			
WASTE DISPOSAL	INSTALL			
LITTER BINS	POSITION			
BIN BAGS	LINE BINS			
DISPOSABLE TOWELS	INSTALL/FILL			
HAND DRIERS	INSTALL			
SOAP DISPENSERS	INSTALL/FILL			
PET POO BAGS	CHECK STOCKS			
FIRST AID / EQUIPMENT				
CENTRES	ERECT/POSITION			
FIRST AID BOXES	POSITION			
ST JOHN AMBULANCE	POSITION			
RED CROSS	POSITION			
FIRE EQUIPMENT	POSITION			
FIRE EXTINGUISHERS	POSITION			
FIRE BLANKETS	INSTALL/LOCATE			
SIGNS FIRE EXITS	INSTALL			
FIRE ALARMS	INSTALL			
FIREWORKS/BONFIRES	SET UP/CHECK			
THEME LINK FACILITIES	INSTALL/LOCATE			
PYROTECHNICS	INSTALL			
CHILDREN FACILITIES	ERECT/DESIGN			
PLAY AREA - SLIDES	INSTALL/SAFETY			
- SWINGS	INSTALL/SAFETY			
CRÈCHE	SAFELY SET UP			
LOST/FOUND POINT	SEE 6.5			
SPECIAL NEEDS	MEET NEEDS			
OTHER				
EMERGENCY EQUIPMENT				
SEPARATE PA SYSTEM	INSTALL			
FLOOR LIGHTING	INSTALL			
CATERING AREA	SEE 6.6			
SPECIAL FACILITIES	INSTALL/LOCATE			
RAMPS	ERECT LOCATION			
WHEELCHAIRS	AVAILABLE			
WIDE ACCESS	CHECK AREAS			
TOILET	ERECT/LOCATE			
VIEWING AREAS	AVAILABLE			

