

ITEM	TASK	DATE	BY WHOM	CONFIRMED
<b>STAFF APPLICATIONS</b>				
Invite applications	See 6.4 Form			
Recruit/select	See 6.4 Form			
<b>STAFF MAY INCLUDE:</b>				
Volunteers	Recruited			
Marshals/Ushers	Recruited			
Catering	Contractor			
Waiters/waitresses	Contractor			
Bar Staff	Contractor			
Cleaners	Recruited			
Merchandise	Recruited			
Medical	Booked			
Toastmasters	Booked			
Cashiers	Recruited			
Administrative	Recruited			
Receptionists	Recruited			
Guides	Recruited			
Translators	Recruited			
Security/Fire/Police	Arranged			
Technicians	Arranged			
Plumbers	Arranged			
Electricians	Arranged			
Artists/Entertainers	Booked 2.7			
Chauffeurs	Arranged			
Coach Drivers	Arranged			
Trades people	Arranged			
<b>ALL STAFF ISSUES:</b>				
Contracts	Issued sign			
Insurance	Check Cover			
Check lists	Issued			
List of tasks	Issued/brief			
Area plans	Issued/brief			
Mobile Phone	Issued/NO:			
Contact Lists	Issued/brief			
Communication line	Discussed			
Copies of Procedures	Issued/brief			
Duty Rota/timetables	Issued/check			

ITEM	TASK	DATE	BY WHOM	CONFIRMED
<b>STAFF WELFARE</b>				
Facilities	See 6.5			
Toilets	See 6.2/6.6			
Lock ups	Secured			
Cloakrooms	Instal			
Accommodation	See 6.2			
Uniform/Dress	Issued			
Catering	Arranged			
<b>TRAINING TO INCLUDE</b>	See 6.4 Training Schedule			
Health & Safety	Train/check			
Basic Food Hygiene	Train/check			
Welcoming Visitors	Train/check			
Customer Care	Train/check			
Procedures in place	Train/check			
Contingencies	Train/check			
Emergency Evacuation	Train/check			
Fire procedure/drill	Train/check			
Transport control	Train/check			
Lost/Found issues	Train/check			
Managing Children	Train/check			
Special needs	Train/check			
Communicating	Train/check			
Manual Handling	Train/check			
First Aid	Train/check			
Team Building	Train/check			
Security procedures	Train/check			