

ITEM	TASK	DATE	BY WHOM	CONFIRMED
CONTROL POINTS				
INFORMATION CENTRE	INSTALL			
CONTACT HELP AREAS:	FACILITIES			
CHILDREN - LOST/FOUND	PROVISION 6.2			
PROPERTY - LOST/FOUND	PROVISION			
CLOAKROOMS/LUGGAGE	PROVISION			
SECURITY OFFICERS	PROVISION			
POLICE OFFICERS	PROVISION			
TICKET OFFICE	PROVISION 6.7			
CATERING / DINING	PROVISION 6.6			
FIRST AID/MEDICAL	PROVISION 6.2			
STAFF WELFARE AREA	PROVISION 6.4			
EMERGENCY FACILITIES	PROVISION 6.2			
BILINGUAL SIGNS	POSITIONED			
SPECIAL NEEDS ALL AGES	INSTALL 6.2			
ACCESSIBLE TOILETS	PROVIDED			
BABY CHANGING AREA	PROVIDED			
WHEELCHAIRS	AVAILABLE			
RAMPS	AVAILABLE			
CARER FACILITIES	PROVIDED			
COMMUNICATION CHANNELS SEE 6.2	INSTALL/CHECK			
PA SYSTEMS	INSTALL			
VOICE OVER SERVICE	INSTALL			
INFORMATION/NOTICES	PROVIDE			
MESSAGE BOARDS	PROVIDE			
SCREENS	PROVIDE			
SCOREBOARDS	PROVIDE			
MEDIA SEE 6.3	PROVIDE			
PUBLICITY MATERIAL 6.7	AVAILABLE			
SITE MAPS	AVAILABLE			
ALARMS	INSTALL			
LOUD HAILERS	PROVIDE			
PUBLIC TELEPHONES	INSTALL			
MOBILE PHONES	PROVIDE			
CONTACT LISTS	PROVIDE			

ITEM	TASK	DATE	BY WHOM	CONFIRMED
CROWD CONTROL	SAFETY ROUTES			
STAGE/PLATFORMS	INSTALL SEE 6.3			
SOUND/VIDEO TOWERS	INSTALL			
BARRIERS/PENS	INSTALL SEE 6.2			
ENTRANCE/EXITS	SIGN/LOCATE			
ESCAPE ROUTES	SIGN/LOCATE			
ALARMS	INSTALL			
FIRE EQUIPMENT	INSTALL			
TURNSTILES/GATES	INSTALL			
SPACE / PUSHCHAIRS	PROVIDE 6.1			
DISABLED PROVISION	PROVIDE 6.2			
CCTV	INSTALL			
TICKET CONTROL	PROVIDED			
ENTERTAINERS 6.3	PROVIDED			
STAFFING/TRAINING 6.4	RECRUIT/TRAIN			
STAFF CONTROL POINTS	ORGANISED			
SAFETY PROCEDURES	IN PLACE			
CONTINGENCIES 6.8	MANAGED			