

ITEM	TASK	DATE	BY WHOM	CONFIRMED
CATERERS	SET UP AREA			
CATERING ENTRANCE	DELIVERIES			
CATERING EXIT	AREA CLEARED			
ELECTRICITY	SEE 6.2			
POWER GENERATOR	INSTALL/CHECK			
EXISTING SUPPLY	CONNECT			
ADDITIONAL SOCKETS	ALL EQUIP.			
LIGHTING	SEE 6.2			
SECURITY LIGHTS	INSTALL/CHECK			
FLOOD/SEARCH LIGHTS	INSTALL/CHECK			
WORK LIGHTS	INSTALL/SAFETY			
- PREPARATION/COOKING	INSTALL/CHECK			
- SERVICE/BAR/OTHER	INSTALL/CHECK			
- STORAGE AREA	INSTALL/CHECK			
SIGNAGE LIGHTING -	SEE 6.2			
- EXITS	INSTALL/CHECK			
- ENTRANCES	INSTALL/CHECK			
EMERGENCY EVACUATION	INSTALL/CHECK			
- NON-SMOKING AREAS	INSTALL/CHECK			
- SMOKING AREAS	INSTALL/CHECK			
MERCHANDISE AREA	INSTALL/CHECK			
WATER SUPPLY	SEE 6.2			
WASHING HOT/COLD	CONNECT/			
DRINKING WATER	CONNECT			
HOSING PURPOSES	CONNECT			
INFRASTRUCTURE	SEE 6.2			
PATHWAYS-PERMANENT	CHECK SAFETY			
SCREENING	ERECT			
ZONED AREAS	ERECT/DESIGN			
MARQUEES/TENTS-SEE 6.2	FOOD/DINING/ MERCHANDISE			
GRASS STANDING	NATURAL/ LAID			
HARD STANDING	NATURAL/LAID			
AIR CONDITIONING	INSTALL			
SEATING/TABLES	POSITION			
HEATING	INSTALL			
POWER GENERATOR	INSTALL			
CORPORATE HOSPITALITY	INSTALL AREA			

ITEM	TASK	DATE	BY WHOM	CONFIRMED
DÉCOR/THEME LINKED	ERECT/SEE 6.2			
POSTERS/ARTISTS/CRAFTS	DISPLAY			
DRAPES-FIREPROOF	HANG/POSITION			
FLORAL DISPLAYS -	ARRANGEMENTS			
- FRESH FLOWERS	POSITION			
- ARTIFICIAL/SILK	POSITION			
- PLANTS	POSITION			
- TABLE DISPLAYS	ARRANGED			
TABLE COVERS	LAID UP			
TABLECLOTHS/NAPKINS	THEME/COLOUR			
STAFF UNIFORMS	STYLE/COLOUR			
OTHER	SET UP			
STANDS/STALLS	ERECT/SEE 6.2			
DISPLAY CABINETS	ERECT/POSITION			
MOBILE STANDS	POSITION			
TABLES- CHAIRS	LAYOUTS			
SOUND SYSTEMS	INSTALL/SEE 6.2			
HI FI EQUIPMENT	INSTALL			
AV EQUIPMENT	INSTALL			
MONITORS	INSTALL/VIEW			
MICROPHONES	INSTALL			
ACCOUSTICS	INSTALL/CHECK			
SANITARY FACILITIES	INSTALL/ERECT			
TOILETS/CATERING ONLY	CLEAN/READY			
PORTALOOS	ERECT/POSITION			
WASH HAND BASIN	KITCHEN/INSTALL			
LITTER BINS	POSITION			
BIN BAGS	LINE BINS			
DISPOSABLE TOWELS	INSTALL/FILL			
HAND DRIERS	INSTALL			
SOAP DISPENSERS	INSTALL/FILL			
EMPTIES/CANS/PAPER	INSTALL BINS			
WASTE DISPOSAL	INSTALL			
FIRST AID / EQUIPMENT	SEE 6.2			
FIRST AID BOXES	IN KITCHEN			
	DINING AREAS			
	STORAGE AREAS			
	MERCHANDISE			

ITEM	TASK	DATE	BY WHOM	CONFIRMED
FIRE EQUIPMENT-SEE 6.2	POSITION			
FIRE EXTINGUISHERS	POSITION			
FIRE BLANKETS	INSTALL/LOCATE			
SIGNS FIRE EXITS	INSTALL			
FIRE ALARMS				
TELECOMMUNICATION	CONNECT			
LANDLINE TELEPHONES	PUBLIC/STAFF			
MOBILE PHONES	STAFF			
EMERGENCY EQUIPMENT	SEE 6.2			
PREP/COOKING/DINING/ SHOP/ MERCHANDISE AREAS	INSTALL AS REQUIRED FOR EMERGENCY			
SPECIAL FACILITIES				
RAMPS	INSTALL			
WHEELCHAIRS	AVAILABLE			
HIGH CHAIRS BABIES	AVAILABLE			
SECURITY	INSTALL/LOCATE			
CCTV	INSTALL/CHECK			
CATERING AREAS	INSTALL ALARMS			
DINING AREAS	INSTALL ALARMS			
MERCHANDISE AREA	INSTALL CCTV			
STORAGE & RESERVES	HIRE/SALE-RTN			
REFRIGERATORS	POSITION			
COOLERS/ICE MACHINE	POSITION			
FOOD STOCKS	DELIVERED			
BAR STOCKS	DELIVERED			
SMALL EQUIPMENT	HIRE/BORROW/			
CROCKERY/CHINA/GLASS	DELIVERED			
DISPOSABLES	DELIVERED			
MENU BOARDS	DELIVERED			
CASH TILLS	DELIVERED			
COMPUTERS	DELIVERED			
MERCHANDISE STOCKS	DELIVERED			
BAR EQUIPMENT	DELIVERED			
BAR STOCKS	DELIVERED			