

ITEM	TASK	DATE	BY WHOM	CONFIRMED
SETTING UP				
CONFIRM				
WEATHER FORECAST	CHECK			
INDOOR VENUE NEEDED	CHECK			
WALK BOARDS	ORDER			
STAFF - WATERPROOFS	CHECK/ADVISE			
RUNNING ORDER CHANGES	CHECK			
SECURITY	SEE 6.1.1 & 6.2.1			
PLAN IF WET	REVIEW			
EMERGENCY PLAN	REVIEW			
COMMUNICATIONS	SEE 6.1.1 & 6.2.1			
BACK-UP SYSTEM	CHECK			
TEST BACK-UP	CHECK			
EMERGENCY SERVICES				
ACCESS TO SITE	CHECK			
DIRECT NUMBERS	CHECK			
DESIGNATED STAFF	CHECK			
STAFF	SEE 6.4.1			
UPDATE ON CHANGES	CHECK			
PRESS/PR	SEE 6.3.1			
COMMUNICATING CHANGES TO PUBLIC	CHECK			
- COMMUNICATION TO VIPS – ENTERTAINERS ETC.	CHECK			
ADMINISTRATION	SEE 6.7.1			
HEALTH & SAFETY PLAN	CHECK			
CASH/CHANGE SHORTAGES	CHECK			
STAFF ILLNESS – BACK UP	CHECK			
UTILITIES- BREAK DOWN	CHECK			