

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