**PRE-EVENT SITE INSPECTION CHECKLIST**

Elements on your site inspection checklist will vary depending on the type of event you are holding (indoor/outdoor/festival/conference), time of year (consider typical weather conditions) and your target market (will you need additional access or special facilities).

This checklist covers the main operational areas to consider when planning and reviewing your event Please note, this template may not have all applicable operational areas listed for your style of event.

**checklist –** Have you checked the below?

**GENERAL**

* Site capacity
* Gradient/flat space
* Entrances and exits – number, location and signage

**ACCESS**

* Parking facilities (for staff, suppliers, public, event attendees) including accessible parking facilities
* Collection/drop off points for event attendees
* Collection/drop off points for suppliers and performers
* Access to public transport (what, where and how far/easy is it for patrons to access)
* Designated taxi ranks and points for buses to arrive, and hold, if necessary
* Accessible entrances and exits for seniors, people with disabilities, families with prams or small children etc
* Accessible routes within the event site, including signage
* Pedestrian only routes

**SAFETY**

* Lost children facilities (process and locations)
* First aid facilities (process and locations)
* Security (individual security locations and main control points)
* Emergency vehicle access and routes
* Emergency entrance and exit routes and evacuation area
* Parking for emergency vehicles
* Fire safety equipment availability and location
* Secure areas for handling/managing cash
* Secure areas for confiscated goods, hazardous and dangerous substances
* Power cords in good condition, adequately secured and/or the lawful height overhead
* Trip hazards are eliminated or managed through signage and barriers

**SITE LAYOUT**

* Event operations centre
* Staff facilities and private areas/storage
* Contractor/performer private areas/storage
* Fencing/barriers, including those around site perimeter
* Information booths
* Ticket collection points (if applicable)
* Food and beverage outlets
* Additional catering arrangements for traveling staff/suppliers/performers
* Licensed area and liquor outlets (if applicable)
* Lost property facilities
* Tents, marquees, seating or other temporary structures (and how they can be secured whether weighted or pegged)
* Toilets, hand-washing facilities
* Access to water/bubbler facilities
* Rubbish facilities (including recycling) and routes for rubbish removal and cleaning
* Access to on-site vehicles and allowed routes
* Audio facilities (on site/preferred suppliers)
* Stage and fencing facilities (location on site/preferred suppliers)
* Main power, water and gas control
* Backup generators
* Lighting (especially for night events)
* Direction of direct sunlight

**GENERAL SITE SIGNAGE**

* Clear directional signage for main entertainment precincts
* Toilets and amenities
* Parking facilities, public transport, taxi ranks
* First aid, security, lost children
* Trip hazards highlighted or signed

**MEDIA**

* Media areas
* Press opportunities
* Dedicated ‘press’ sites/rooms/viewing areas
* Access to IT equipment and broadcast