[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

School event planning checklist

School events - fairs, concerts, sports days - planned without panic.

Date: _____

Checked by: _____

Checks

[ ] Date, venue and timings confirmed Yes **[ ]** No **[ ]** N/A **[ ]**

[ ] Risk assessment completed and filed Yes **[ ]** No **[ ]** N/A **[ ]**

[ ] Staffing and volunteer rota done Yes **[ ]** No **[ ]** N/A **[ ]**

[ ] Parent communications sent (letters / app) Yes **[ ]** No **[ ]** N/A **[ ]**

[ ] Catering / refreshments arranged Yes **[ ]** No **[ ]** N/A **[ ]**

[ ] First aid cover confirmed Yes **[ ]** No **[ ]** N/A **[ ]**

[ ] Equipment booked (staging, PA, tables) Yes **[ ]** No **[ ]** N/A **[ ]**

[ ] Wet-weather plan in place (for outdoor events) Yes **[ ]** No **[ ]** N/A **[ ]**

[ ] Photography consent checked for students Yes **[ ]** No **[ ]** N/A **[ ]**

[ ] Clear-up rota assigned Yes **[ ]** No **[ ]** N/A **[ ]**

Actions required [List any issues found and what was done]

Sign-off

Checked by: _____ **Signature:** _____ **Date:** _____