

## COORDINATOR

NAME \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

## EVENT

EVENT NAME \_\_\_\_\_

DATE \_\_\_\_\_ TIME \_\_\_\_\_

LOCATION \_\_\_\_\_

## PRE-EVENT

Communicate with relevant groups, companies, agencies, or governments

ASSIGNED TO \_\_\_\_\_

- |  |                                 |
|--|---------------------------------|
| <input type="checkbox"/> City / Municipality | <input type="checkbox"/> Police |
| <input type="checkbox"/> Event Venue         | <input type="checkbox"/> Fire   |

## ON-SITE

ASSIGNED TO \_\_\_\_\_

- |  |  |
|--|--|
| <input type="checkbox"/> Parking           | <input type="checkbox"/> Admission       |
| <input type="checkbox"/> Signage           | <input type="checkbox"/> Tickets & Price |
| <input type="checkbox"/> Registration Area | <input type="checkbox"/> Theme & Decor   |

## LOGISTICS

ASSIGNED TO \_\_\_\_\_

- |   |  |
|---|--|
| <input type="checkbox"/> Floorplan          | <input type="checkbox"/> Linens              |
| <input type="checkbox"/> Music (SOCAN Fees) | <input type="checkbox"/> Master of Ceremony  |
| <input type="checkbox"/> Audio & Visual     | <input type="checkbox"/> Entertainment       |
| <input type="checkbox"/> Extension Cords    | <input type="checkbox"/> Activities Schedule |

## VOLUNTEER MANAGEMENT

ASSIGNED TO \_\_\_\_\_

- |  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> Position Description(s) | <input type="checkbox"/> Schedule    |
| <input type="checkbox"/> Screening               | <input type="checkbox"/> Meals       |
| <input type="checkbox"/> Orientation             | <input type="checkbox"/> Recognition |

## REQUIRED PERMIT(S)

ASSIGNED TO \_\_\_\_\_

### Applied Received

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Rental Contract                          |
| <input type="checkbox"/> | <input type="checkbox"/> | Parks Permit                             |
| <input type="checkbox"/> | <input type="checkbox"/> | Road Closure Permit                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Liquor License                           |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire/Fireworks Permit                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Vendor Permit                            |
| <input type="checkbox"/> | <input type="checkbox"/> | Inspection(s): Electrical, Fire, Food... |

## RISK MANAGEMENT

ASSIGNED TO \_\_\_\_\_

- |                          |                            |
|--------------------------|----------------------------|
| <input type="checkbox"/> | Ramps / Stairs / Handrails |
| <input type="checkbox"/> | Crowd Management           |
| <input type="checkbox"/> | Space Between Tables       |
| <input type="checkbox"/> | Fireworks / Bonfire        |
| <input type="checkbox"/> | Serving Liquor             |
| <input type="checkbox"/> | Emergency Plan             |

## INSURANCE NEEDS

ASSIGNED TO \_\_\_\_\_

### Required N/A

- |                          |                          |                                   |
|--------------------------|--------------------------|-----------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Liability Limit Required by Venue |
| <input type="checkbox"/> | <input type="checkbox"/> | Cancellation Insurance            |
| <input type="checkbox"/> | <input type="checkbox"/> | Venue Named Under The Policy      |
| <input type="checkbox"/> | <input type="checkbox"/> | Waiver of Subrogation             |
| <input type="checkbox"/> | <input type="checkbox"/> | Liquor Liability Insurance        |

# EVENT PLANNING

VOLUNTEER.CA  
UNDEROURWING.BMSGROUP.COM



Under Our Wing  
Insurance



VOLUNTEER  
BÉNÉVOLES  
CANADA