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**Event Planning Checklist**

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| **This checklist is to help with the planning of your event.  We have included suggested actions to be considered but please feel free to add your own or any that are not listed and delete/ignore any that don’t apply to your event.** |

|  |  |
| --- | --- |
| **Team/Committee:** |  |
| **Lead Organiser:** |  |
| **Sub-Team Members:** |  |
| **Event Name:** |  |
| **Event Date:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What is the charitable objective the event is fulfilling?** (It might be more than one)  Education □ Welfare □ Safety □ Access □ Participation □ | | | | |
| **What is the event?** (e.g. Demo/Clinic/Pleasure ride/Quiz/Lecture/Tack Sale etc…) | | | | |
| **Who is your audience?** (e.g. Riders/Owners/Competitors/Recreational riders etc…) | | | | |
| **Where** | **Action by who** | **Action by when** | **Notes** | **Done (✓)** |
| Venue |  |  |  |  |
| Capacity |  |  |  |  |
| Insurance |  |  |  |  |
| Charges |  |  |  |  |
| Parking |  |  |  |  |
| **Coaches/Presenters** | **Action by who** | **Action by when** | **Notes** | **Done (✓)** |
| Coach/Presenter |  |  |  |  |
| Qualifications |  |  |  |  |
| Insurance |  |  |  |  |
| Charges |  |  |  |  |
| **Finance** | **Action by who** | **Action by when** | **Notes** | **Done (✓)** |
| Costs |  |  |  |  |
| Charge per booking |  |  |  |  |
| Number to break even |  |  |  |  |
| **Resources** | **Action by who** | **Action by when** | **Notes** | **Done (✓)** |
| People/Volunteers |  |  |  |  |
| Badges/Clothing for volunteers |  |  |  |  |
| Equipment (purchase/hire) |  |  |  |  |
| Toiles |  |  |  |  |
| Entry/Exit Signs |  |  |  |  |
| Rosettes/Prizes |  |  |  |  |
| Veterinary Cover |  |  |  |  |
| Medical Cover |  |  |  |  |
| Photographer |  |  |  |  |
| Refreshments (Attendees/Volunteers/Coach) |  |  |  |  |
| Gift for Coach/Presenter/Volunteers |  |  |  |  |
| **Bookings** | **Action by who** | **Action by when** | **Notes** | **Done (✓)** |
| Application Form |  |  |  |  |
| Online Booking/Payments |  |  |  |  |
| Terms & Conditions (see pick your own list on [Volunteer Resources](https://www.bhs.org.uk/volunteer-resources/event-support)) |  |  |  |  |
| Rules |  |  |  |  |
| Cancellation Policy |  |  |  |  |
| **Marketing** | **Action by who** | **Action by when** | **Notes** | **Done (✓)** |
| Facts |  |  |  |  |
| USP’s |  |  |  |  |
| Photo |  |  |  |  |
| Contact Info |  |  |  |  |
| Logo |  |  |  |  |
| Booking Link |  |  |  |  |
| Poster |  |  |  |  |
| **Promotion** | **Action by who** | **Action by when** | **Notes** | **Done (✓)** |
| BHS Website |  |  |  |  |
| Facebook Event (add co-hosts) |  |  |  |  |
| Facebook Posts (before, during, after) |  |  |  |  |
| BHS E-News to Members |  |  |  |  |
| Other Websites/Facebook Groups |  |  |  |  |
| Posters to tack shops etc. |  |  |  |  |
| **Health & Safety** | **Action by who** | **Action by when** | **Notes** | **Done (✓)** |
| Risk Assessment |  |  |  |  |
| Covid-19 Risk Assessment |  |  |  |  |
| Event H&S Checklist |  |  |  |  |
| Send to [eventsafety@bhs.org.uk](mailto:eventsafety@bhs.org.uk) |  |  |  |  |
| Serious Incident Plan |  |  |  |  |
| Accident Report Forms |  |  |  |  |
| Safety File |  |  |  |  |
| **Advance Information** | **Action by who** | **Action by when** | **Notes** | **Done (✓)** |
| Arrival info |  |  |  |  |
| What to wear/bring |  |  |  |  |
| On the day contact |  |  |  |  |
| Groups (sizes/times) |  |  |  |  |
| Start/finish times |  |  |  |  |
| Programme/timetable |  |  |  |  |
| **Photos & Feedback** | **Action by who** | **Action by when** | **Notes** | **Done (✓)** |
| Consent forms |  |  |  |  |
| Feedback (form/survey etc.) |  |  |  |  |
| **After the Event** | **Action by who** | **Action by when** | **Notes** | **Done (✓)** |
| All invoices paid |  |  |  |  |
| Report/Press Release (to National/Regional Manager/Team/Committee) |  |  |  |  |
| Thank you’s to Event Team |  |  |  |  |
| Money banked |  |  |  |  |
| Event review meeting |  |  |  |  |
| Accident Reports sent to BHS National/Regional Manager |  |  |  |  |
| Income v Expenditure report (update budget with actual costs) |  |  |  |  |
| **Other Suggestions** | **Action by who** | **Action by when** | **Notes** | **Done (✓)** |
| Arena Party |  |  |  |  |
| Arena/Collecting Ring Fencing |  |  |  |  |
| Collecting Ring Steward |  |  |  |  |
| Commentator |  |  |  |  |
| Competitor Number/Bibs |  |  |  |  |
| Course Plan (SJ/XC) |  |  |  |  |
| Emergency Flags (XC) |  |  |  |  |
| Fence Judges (XC) |  |  |  |  |
| Fence Judge Briefing (XC) |  |  |  |  |
| Ground Repair (wet weather) |  |  |  |  |
| Judges |  |  |  |  |
| Judges Box (dressage) |  |  |  |  |
| Jump Flags/Numbers |  |  |  |  |
| PA System |  |  |  |  |
| Practice Jumps (to current safety standards) |  |  |  |  |
| Radios & Communications |  |  |  |  |
| Results Sheets |  |  |  |  |
| Running Order |  |  |  |  |
| Score Sheets (Dressage/SJ/XC) |  |  |  |  |
| Score Sheet Collectors |  |  |  |  |
| Scoreborad |  |  |  |  |
| Scorer’s Tent/Office |  |  |  |  |
| Secretary’s Tent/Office |  |  |  |  |
| Show Jumps & Cups (to current safety standards) |  |  |  |  |
| Start/Finish Signs |  |  |  |  |
| Tack Steward |  |  |  |  |
| Tack Steward Rules |  |  |  |  |
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