

Chairman's Checklist

Site & Facilities:

- Location
- Rental Fee
- Indoors
- Outdoors
- Rest rooms
- Large group meeting area
- Activity/games area
- Cooking area
- Concession area
- Camping area
- Electricity/power source
- Water
- Signs
- Gate access/security control
- Lighting
- Telephones
- Parking

Regulations:

- Insurance
- Fire
- Police (city/county/state)
- Permits
- License
- Legal
- Tax
- Contracts
- Safety

Equipment:

- Tables
- Chairs
- Shelters/tarps/tents
- Signs
- Lighting equipment
- Sound equipment
- Stage
- Power equipment/generators and gas cans
- Refrigeration
- Flashlights
- Masking/elec./duct tapes

Finance:

- Establish Budget
- Sponsors
- Donations
- Paying Bills
- Receipts
- Accountability

Sanitation:

- Portable toilets
- Dumpsters
- Trash cans and bags
- Showers
- Drainage
- Firewood

Security:

- Command post
- ID/T-shirts/vests
- Walkie-talkies and bull horn
- First aid kit
- Fire extinguishers
- Batteries and recharger
- Rolls of safety ribbon

Placement and Operation of Equipment and Attractions

Food & Beverages:

- Menu
- Purchase
- Storage
- Dispersement
- Cost
- Cooking supplies
- Serving supplies
- Leftovers
- Manpower schedule

Money:

- Cash boxes
- Change
- Receipt cash book (duplicate)
- Petty cash book (duplicate)
- Money bags, coin rolls & bands
- Safe
- Security/handling procedures
- Accountability

Tickets:

- Gate passes (color code)
- Registration forms
- Copy to printer
- Rolls of tickets (food, beverages, door prizes)

Entertainment:

- Type
- Budget
- Contracts/payment schedule
- Equipment needed
- Establish post event schedule

Awards:

- Prizes-solicitation
- Trophies
- Display of awards
- Presentation time and people

Thank You:

- Keep track/sign in sheets
- Verbal
- Written letters and magazine

Gate:

- Membership forms and sign-in book
- Pens and pencils
- Notebooks and post-it notes
- Poster board and markers
- Stapler and staples
- Scissors, rubberbands, safety pins
- String, rope, Ziploc bags
- Necessary contacts and phone numbers
- Extra extension cords and light bulbs
- Waiver Forms

Publicity:

- Press releases / PSAs
- Advertising posters and flyers
- Copy to printer
- Media coverage at event
- Program of events
- Photos

Games/Activities:

- Secure area
- Type, rules, management
- Equipment needed
- Prizes

Clean Up:

- Dumpster/garbage bag pick up
- Return borrowed items
- Lost and found items

Report To Organization:

- Treasurer
- Board and members

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