Worksheet 5.1

Final Checklist

This worksheet template contains a full checklist of the final items that should be completed at a minimum, the week and days prior to the event to ensure that it runs smoothly.

*Instruction:* Print the Check-List and check off each item as they are completed.

*Note:* This checklist is intended to be a comprehensive list of tasks. Depending on the scope and scale of your event, certain tasks may not be necessary while new tasks may need to be added.

DOCUMENTS

\_\_\_\_\_ Confirm the accuracy of all components of the final Event Plan

\_\_\_\_\_ Share the final Event Plan with key members of the Event Team

\_\_\_\_\_ Print one or more copies of the Event Plan and Kit of Parts to use as a reference on Event Day

\_\_\_\_\_ Update the Event Staff Contact List to have the latest phone numbers of all team members, including volunteers if they are retained

MATERIALS

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EVENT LOGISTICS

*Event Procedures*

\_\_\_\_\_ Confirm that all event procedures are cleared and prepared. Examples include:

* Event Permit
* Encroachment Permit
* Fees
* Staff Roles and Responsibilities
* Send a reminder email/notification to the Event Team regarding their participation in the *Go Human* Activation

*Transportation*

\_\_\_\_\_ Confirm the vehicles and/or other wheeled devices that will be used to transport the SCAG Kit of Parts and other materials to and from the event site

*Vendor and Volunteer Coordination*

\_\_\_\_\_ Send a reminder email to and confirm with vendors for the program activities

\_\_\_\_\_ Send a reminder email to and confirm with volunteers

*Food & Drinks*

\_\_\_\_\_ Ensure that food for the Event Team will be purchased on Event Day

\_\_\_\_\_ Purchase water, sports drinks, and snacks for Event Staff

\_\_\_\_\_ Buy ice for ice chest to store the food and drinks in