



Event Pack Checklist

Management folder

- Venue manager briefing
- Volunteer/Researcher briefing
- Annotated map of venue
- Printed ticket list
- Printed welcome statement

Visibility and signage

- Pull up banner
- Laminated outdoor signs
- Direction signs (plus spares)
- Lanyards /identifying markers

Health and Safety

- Risk Assessment
- Public Liability Insurance
- Photography disclaimer signs

Useful items

- Blu tack
- Pens
- Maker pens
- PAT tested extension cord
- Sellotape & gaffa tape
- Clipboards & folders

More info: jamiebgall.co.uk/planning

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