



Project Checklist

- Locate a suitable venue
- Arrange a meeting with a Snowdens Account Manager to discuss the marquee and other facilities.
- Produce a layout plan for the site.
- Is the site level and well drained?
- Is the site clear of underground and/or overhead obstructions?
- Does the site have suitable access for large vehicles/fire tenders?
- Are there sufficient parking facilities for guests and staff?
- Is a suitable power supply available?
- Is a water supply available for
 - a) caterers?
 - b) toilet facilities?
- Is there a facility for waste, water and refuse disposal?
- Are there suitable facilities for disabled guests?
- Inform local authorities i.e. Health & Safety/Fire Officer if necessary.
- Obtain necessary licences
- Are there any restrictions to working hours?
- Order marquee and furnishings from GL events Snowdens
- Event insurance
- Choose a caterer
- List essential local services
- Arrange power supply/generator
- Arrange lighting-internal/external
- Organise temporary toilet facilities
- Arrange litter bins
- Arrange security of the site





- Crowd control marshals
- Provide fire-fighting equipment
- Emergency Procedures and Evacuations
- Arrange first aid
- Have I complied with statutory regulations on Health & Safety and Fire Authority?
- Organise cleaners pre-event/during event
- Arrange car park attendants
- Organise Site Office
- Provide on site communications
- Provide public address system
- Organise site signage
- Arrange site telephone
- Send out invitations
- Provide location map for guests
- Make a table plan
- Organise flowers
- Choose host/hostesses
- Choose MC/Toastmaster
- Choose entertainment
- Site reinstatement and cleaning of site
- Return all small hired items such as communications systems
- Make last check on site
- Keep accurate records and notes for future reference

