

**ABATE OF OHIO, INC.**  
**EVENT CHECKLIST**

Region/County \_\_\_\_\_

Event Name \_\_\_\_\_

**Initial Requirements:**

- |   | <u>Deadline</u> |                          |
|---|-----------------|--------------------------|
| <input type="checkbox"/> Establish Budget _____ | _/_/___         | <input type="checkbox"/> |
| <input type="checkbox"/> Design Flyer _____     | _/_/___         | <input type="checkbox"/> |
| <input type="checkbox"/> Flyer Approval _____   | _/_/___         | <input type="checkbox"/> |
| <input type="checkbox"/> Sanctioning _____      | _/_/___         | <input type="checkbox"/> |

**Site & Facilities:**

- |   | <u>Deadline</u> |                          |
|---|-----------------|--------------------------|
| <input type="checkbox"/> Location _____                 | _/_/___         | <input type="checkbox"/> |
| <input type="checkbox"/> Contract _____                 | _/_/___         | <input type="checkbox"/> |
| <input type="checkbox"/> Rental Fee _____               | _/_/___         | <input type="checkbox"/> |
| <input type="checkbox"/> Indoors _____                  | _/_/___         | <input type="checkbox"/> |
| <input type="checkbox"/> Outdoors _____                 | _/_/___         | <input type="checkbox"/> |
| <input type="checkbox"/> Site Plan _____                | _/_/___         | <input type="checkbox"/> |
| <input type="checkbox"/> Drainage _____                 | _/_/___         | <input type="checkbox"/> |
| <input type="checkbox"/> Firewood _____                 | _/_/___         | <input type="checkbox"/> |
| <input type="checkbox"/> Restrooms _____                | _/_/___         | <input type="checkbox"/> |
| <input type="checkbox"/> Assembly area _____            | _/_/___         | <input type="checkbox"/> |
| <input type="checkbox"/> Activity/Games area _____      | _/_/___         | <input type="checkbox"/> |
| <input type="checkbox"/> Concession/Food area _____     | _/_/___         | <input type="checkbox"/> |
| <input type="checkbox"/> Camping area _____             | _/_/___         | <input type="checkbox"/> |
| <input type="checkbox"/> Electricity/power source _____ | _/_/___         | <input type="checkbox"/> |
| <input type="checkbox"/> Water _____                    | _/_/___         | <input type="checkbox"/> |
| <input type="checkbox"/> Signs _____                    | _/_/___         | <input type="checkbox"/> |
| <input type="checkbox"/> Gate access _____              | _/_/___         | <input type="checkbox"/> |
| <input type="checkbox"/> Lighting _____                 | _/_/___         | <input type="checkbox"/> |
| <input type="checkbox"/> Telephones _____               | _/_/___         | <input type="checkbox"/> |
| <input type="checkbox"/> Parking _____                  | _/_/___         | <input type="checkbox"/> |

**Regulations:**

- |  | <u>Deadline</u> |                          |
|--|-----------------|--------------------------|
| <input type="checkbox"/> Insurance _____ | _/_/___         | <input type="checkbox"/> |

- |   |         |                          |
|---|---------|--------------------------|
| <input type="checkbox"/> Fire _____                       | _/_/___ | <input type="checkbox"/> |
| <input type="checkbox"/> Police (city/county/state) _____ | _/_/___ | <input type="checkbox"/> |
| <input type="checkbox"/> Permits/Licenses _____           | _/_/___ | <input type="checkbox"/> |
| <input type="checkbox"/> Legal postings _____             | _/_/___ | <input type="checkbox"/> |
| <input type="checkbox"/> Other _____                      | _/_/___ | <input type="checkbox"/> |

**Equipment:**

- |   | <u>Deadline</u> |                          |
|---|-----------------|--------------------------|
| <input type="checkbox"/> Tables _____               | _/_/___         | <input type="checkbox"/> |
| <input type="checkbox"/> Chairs _____               | _/_/___         | <input type="checkbox"/> |
| <input type="checkbox"/> Shelters/tarps/tents _____ | _/_/___         | <input type="checkbox"/> |
| <input type="checkbox"/> Lighting _____             | _/_/___         | <input type="checkbox"/> |
| <input type="checkbox"/> Sound _____                | _/_/___         | <input type="checkbox"/> |
| <input type="checkbox"/> Stage _____                | _/_/___         | <input type="checkbox"/> |

**Finance:**

- |   | <u>Deadline</u> |                          |
|---|-----------------|--------------------------|
| <input type="checkbox"/> Sponsors _____             | _/_/___         | <input type="checkbox"/> |
| <input type="checkbox"/> Donations _____            | _/_/___         | <input type="checkbox"/> |
| <input type="checkbox"/> Bank _____                 | _/_/___         | <input type="checkbox"/> |
| <input type="checkbox"/> Event Report _____         | _/_/___         | <input type="checkbox"/> |
| <input type="checkbox"/> Supporting documents _____ | _/_/___         | <input type="checkbox"/> |

**Sanitation:**

- |  | <u>Deadline</u> |                          |
|--|-----------------|--------------------------|
| <input type="checkbox"/> Portable toilets _____    | _/_/___         | <input type="checkbox"/> |
| <input type="checkbox"/> Dumpsters _____           | _/_/___         | <input type="checkbox"/> |
| <input type="checkbox"/> Trash cans and bags _____ | _/_/___         | <input type="checkbox"/> |
| <input type="checkbox"/> Showers _____             | _/_/___         | <input type="checkbox"/> |

**Security:**

- |   | <u>Deadline</u> |                          |
|---|-----------------|--------------------------|
| <input type="checkbox"/> Command post _____                 | _/_/___         | <input type="checkbox"/> |
| <input type="checkbox"/> ID T-shirts/vests _____            | _/_/___         | <input type="checkbox"/> |
| <input type="checkbox"/> Walkie-talkies and bull horn _____ | _/_/___         | <input type="checkbox"/> |
| <input type="checkbox"/> First aid kit _____                | _/_/___         | <input type="checkbox"/> |
| <input type="checkbox"/> Fire extinguishers _____           | _/_/___         | <input type="checkbox"/> |
| <input type="checkbox"/> Flashlights _____                  | _/_/___         | <input type="checkbox"/> |
| <input type="checkbox"/> Batteries and recharger _____      | _/_/___         | <input type="checkbox"/> |

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**EVENT CHECKLIST**

- Rolls of safety ribbon \_\_\_\_\_ / \_\_\_\_\_
- Manpower schedule \_\_\_\_\_ / \_\_\_\_\_

- Food & Beverages:** Deadline
- Menu/Pricing \_\_\_\_\_ / \_\_\_\_\_
  - Purchase \_\_\_\_\_ / \_\_\_\_\_
  - Storage \_\_\_\_\_ / \_\_\_\_\_
  - Refrigeration \_\_\_\_\_ / \_\_\_\_\_
  - Cooking supplies \_\_\_\_\_ / \_\_\_\_\_
  - Serving supplies \_\_\_\_\_ / \_\_\_\_\_
  - Leftovers \_\_\_\_\_ / \_\_\_\_\_
  - Manpower schedule \_\_\_\_\_ / \_\_\_\_\_

- Entertainment:** Deadline
- Type \_\_\_\_\_ / \_\_\_\_\_
  - Budget \_\_\_\_\_ / \_\_\_\_\_
  - Contracts/1099s \_\_\_\_\_ / \_\_\_\_\_
  - Equipment needed \_\_\_\_\_ / \_\_\_\_\_
  - Schedule of activities \_\_\_\_\_ / \_\_\_\_\_

- Games/Activities:** Deadline
- Mark area \_\_\_\_\_ / \_\_\_\_\_
  - Types & rules \_\_\_\_\_ / \_\_\_\_\_
  - Equipment needed \_\_\_\_\_ / \_\_\_\_\_
  - Manpower schedule \_\_\_\_\_ / \_\_\_\_\_
  - Sign-in \_\_\_\_\_ / \_\_\_\_\_
  - Rolls of tickets \_\_\_\_\_ / \_\_\_\_\_

- Awards/Recognition:** Deadline
- Prizes \_\_\_\_\_ / \_\_\_\_\_
  - Trophies \_\_\_\_\_ / \_\_\_\_\_
  - Presentation time \_\_\_\_\_ / \_\_\_\_\_
  - Thankyous \_\_\_\_\_ / \_\_\_\_\_
  - Volunteer sign in \_\_\_\_\_ / \_\_\_\_\_
  - Verbal \_\_\_\_\_ / \_\_\_\_\_

- Written letters and magazine \_\_\_\_\_ / \_\_\_\_\_

- Gate:** Deadline
- Waiver Forms \_\_\_\_\_ / \_\_\_\_\_
  - Membership forms \_\_\_\_\_ / \_\_\_\_\_
  - Membership rosters \_\_\_\_\_ / \_\_\_\_\_
  - Preregistration list \_\_\_\_\_ / \_\_\_\_\_
  - Wristbands (color code) \_\_\_\_\_ / \_\_\_\_\_
  - Cash box/bag \_\_\_\_\_ / \_\_\_\_\_
  - Receipt cash book (duplicate) \_\_\_\_\_ / \_\_\_\_\_
  - Necessary ABATE forms \_\_\_\_\_ / \_\_\_\_\_
  - Pens and pencils \_\_\_\_\_ / \_\_\_\_\_
  - Necessary contacts and phone numbers \_\_\_\_\_ / \_\_\_\_\_
  - Extra extension cords and light bulbs \_\_\_\_\_ / \_\_\_\_\_

- Publicity:** Deadline
- Advertising posters and flyers \_\_\_\_\_ / \_\_\_\_\_
  - Press releases / PSAs \_\_\_\_\_ / \_\_\_\_\_
  - Media coverage at event \_\_\_\_\_ / \_\_\_\_\_
  - List of events \_\_\_\_\_ / \_\_\_\_\_
  - Photos \_\_\_\_\_ / \_\_\_\_\_

- Clean Up:** Deadline
- Dumpster/garbage bag pick up \_\_\_\_\_ / \_\_\_\_\_
  - Return borrowed items \_\_\_\_\_ / \_\_\_\_\_
  - Lost and found items \_\_\_\_\_ / \_\_\_\_\_
  - Schedule return of rented items \_\_\_\_\_ / \_\_\_\_\_

- Miscellaneous:** Deadline
- Other \_\_\_\_\_ / \_\_\_\_\_
  - Other \_\_\_\_\_ / \_\_\_\_\_
  - Other \_\_\_\_\_ / \_\_\_\_\_
  - Other \_\_\_\_\_ / \_\_\_\_\_
  - Other \_\_\_\_\_ / \_\_\_\_\_
  - Other \_\_\_\_\_ / \_\_\_\_\_

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**EVENT CHECKLIST**

**Characteristics:**

1. Category: Event.
2. Established by: Policies & Procedures.
3. Purpose: To record tasks required to plan and execute an event.
4. Audience: Event committees.
5. Required? Suggested.

**Directions:**

1. Region/County – indicate region number and county name, if applicable.
2. Event Name – name of event.
3. Left Checkbox – check if item is required for the event.

4. Item Notes – a short note about the item. If more room is needed, record on Event Log.
5. Deadline – date the item needs to be completed in mm/dd format.
6. Right Checkbox – check when item is completed.

**Special Cases:**

(none)

**Handling:**

1. Send to: appropriate level Secretary.