**Special Events Checklist, LMC Model Form**

*League staff thoughtfully develops models for a city’s consideration. Models should be customized as appropriate for an individual city’s circumstances in consultation with the city’s attorney. Helpful background information on this model may be found in the Information Memo* [*“Parks and Recreation Loss Control Guide”*](https://www.lmc.org/resources/park-and-recreation-loss-control-guide/)*.*

SPECIAL EVENTS CHECKLIST

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **COMMENTS** |
| **ROLE OF CITY** | | | |
| * Sponsor? |  |  |  |
| * Manager? |  |  |  |
| * City property used? |  |  |  |
| * Service provider? |  |  |  |
| * Relationship to other parties? |  |  |  |
| **CONTRACTS / PERMITS** | | | |
| *Types* | | | |
| * Contracts for Services |  |  |  |
| * Permit for Use of City Property |  |  |  |
| * Concessionaire Contract |  |  |  |
| *Contract Provisions* | | | |
| * Hold Harmless / Indemnification provisions? |  |  |  |
| * Which state law applies? |  |  |  |
| * Anti-discrimination, ADA compliance and other laws? |  |  |  |
| * Insurance requirements for contractors? |  |  |  |
| * Approved by appropriate representative of each party? |  |  |  |
| * Reviewed by city attorney? |  |  |  |
| * Clear payment arrangements? |  |  |  |
| * Accounting procedures? |  |  |  |
| * Cancellation or postponement of the event? |  |  |  |
| * Remedies or penalties for a breach of contract by the other parties? |  |  |  |
| *Permit Provisions* | | | |
| * Hold Harmless / Indemnification provisions? |  |  |  |
| * Content neutral conditions? |  |  |  |
| * Security deposit for use of city facility? Property damage? |  |  |  |
| **SPECIAL HAZARDS** | | | |
| *Amusement Rides and Carnivals* | | | |
| * Proper licensing? |  |  |  |
| * Daily ride safety inspections conducted? Records maintained? |  |  |  |
| * Electrical inspection? |  |  |  |
| * Regular maintenance conducted? |  |  |  |
| * Trained ride operators? |  |  |  |
| * Emergency equipment available for rescues? |  |  |  |
| * Ride accident records available? |  |  |  |
| *Alcohol* | | | |
| * Sale of alcohol? If no sales, access to alcohol barred to minors? |  |  |  |
| * Licenses needed? |  |  |  |
| * Liquor Liability insurance? |  |  |  |
| * Alcohol Awareness training (checking identification, signs of intoxication etc.) |  |  |  |
| * Designated drivers? |  |  |  |
| *Fireworks* | | | |
| * Permits and licenses? |  |  |  |
| * Display operator trained and licensed in accordance with applicable laws? |  |  |  |
| * Safe transportation of fireworks? |  |  |  |
| * Safe secure storage and operation of fireworks? |  |  |  |
| * “No Smoking” signs? |  |  |  |
| * Fire extinguishers and other emergency firefighting equipment available? |  |  |  |
| * Safe spectator viewing areas? |  |  |  |
| * Procedures for postponing or canceling firework displays? |  |  |  |
| * Inspection of area after display for unexploded shells? |  |  |  |
| *Animals* | | | |
| * Pets allowed in event area? |  |  |  |
| * Any conditions to frighten animals? |  |  |  |
| * Animals adequately trained? |  |  |  |
| * Safety precautions for people and animal interaction? E.g. petting, feeding, riding |  |  |  |
| * Procedures for health and safety of animals and people? |  |  |  |
| * Security for high value animals? |  |  |  |
| * Emergency veterinary care available? |  |  |  |
| **SITE SAFETY** | | | |
| * Facilities inspected to detect and eliminate unsafe conditions? |  |  |  |
| * Maximum occupancy load determined? Policies / procedures established to ensure maximum not exceeded? |  |  |  |
| * Electrical equipment exposed to wet areas protected with GFCI’s? |  |  |  |
| * Adequate lighting for restrooms, concessions, parking, and activities? |  |  |  |
| * Bleachers comply with state standards? |  |  |  |
| **SANITATION** | | | |
| * Written procedures and schedules established for proper sanitation and maintenance? |  |  |  |
| * After event, inspect and document conditions needing repair? |  |  |  |
| *Toilet Facilities* | | | |
| * Adequate number of restrooms for crowd size? |  |  |  |
| * Easy to find locations? |  |  |  |
| * Handicapped accessible? |  |  |  |
| **DISABLED PERSON ACCESS** | | | |
| * Designated handicapped parking? |  |  |  |
| * Accessible travel routes, restrooms, telephones, water fountains? |  |  |  |
| * Buildings with elevators or ramps used? |  |  |  |
| * Disabled seating available? |  |  |  |
| * Auxiliary aids and services available for different types of disabilities? |  |  |  |
| * Emergency procedures for evacuation of persons with disabilities? |  |  |  |
| **VEHICLES** | | | |
| *Drivers* | | | |
| * Proper licenses? |  |  |  |
| * Motor vehicle records of drivers checked? |  |  |  |
| *Vehicle Safety* | | | |
| * Vehicles allowed on event site? |  |  |  |
| * Special passes to control access? |  |  |  |
| * Transport vehicles accessible to persons with disabilities? |  |  |  |
| * Safety inspections? |  |  |  |
| * Safety belts? |  |  |  |
| * Accident report kits and procedures in vehicles? |  |  |  |
| *Parking and Traffic Control* | | | |
| * Adequate parking provided? |  |  |  |
| * Plans made for parking in neighborhoods? |  |  |  |
| * Pedestrian walkways, traffic patterns and emergency access provided? |  |  |  |
| * Written policies for towing vehicles? |  |  |  |
| * Plans to restore parking lots after event? |  |  |  |
| **FOOD AND BEVERAGE CONCESSIONS** | | | |
| * Follow local and state health rules? |  |  |  |
| * Inspected by fire marshal for any fire hazards? |  |  |  |
| * Clean –up procedures established? |  |  |  |
| * Trash procedures established? |  |  |  |
| * Cash handling procedures established? |  |  |  |
| **VOLUNTEERS AND EVENT PARTICIPANTS** | | | |
| * Qualified volunteers? |  |  |  |
| * Volunteers trained and supervised properly? |  |  |  |
| * Volunteers covered by worker’s compensation by law? E.g. firefighters, police reserves; |  |  |  |
| * If not, accident coverage for volunteers? |  |  |  |
| * Waivers and releases signed by participants for any activities? |  |  |  |
| **CROWD CONTROL** | | | |
| * Site meets fire code requirements for size of crowd? |  |  |  |
| * Appropriate directional and warning signs? |  |  |  |
| * Emergency plan for dealing with adverse crowd behavior in place? |  |  |  |
| * Adequate security? |  |  |  |
| * Weather safety provisions in place for crowd (e.g. water for heat, tents for cold)? |  |  |  |
| **SECURITY** | | | |
| * Event-specific written security plan? |  |  |  |
| * Provisions for foreseeable incidents? |  |  |  |
| * Needed security personnel specified? |  |  |  |
| *Law Enforcement* | | | |
| * Organizers billed for police protection? |  |  |  |
| * Officers aware of event schedule? |  |  |  |
| *Cash Collection* | | | |
| * Plan for collecting cash and transporting to safe location? |  |  |  |
| **ACCIDENT REPORTING AND INVESTIGATIONS** | | | |
| * Procedures established for accident reporting and investigations? |  |  |  |
| **COMMUNICATIONS** | | | |
| * How to summon emergency assistance? |  |  |  |
| * Emergency numbers posted in key areas? |  |  |  |
| * Local weather bureau phone number available? |  |  |  |
| **EMERGENCY PLANNING** | | | |
| * Emergency plan established for event? |  |  |  |
| * Consultation with police, fire, and ambulance personnel? |  |  |  |
| * Adequate access routes for emergency vehicles? |  |  |  |
| **MEDICAL AND FIRST AID** | | | |
| * Written medical plans exist for minor and major incidents? |  |  |  |
| * Plans for use of ambulance? |  |  |  |
| * Records created for any injury incidents? |  |  |  |
| **POST EVENT ANALYSIS** | | | |
| * Post-event critique report prepared? |  |  |  |
| * Recommendations for preventing future accidents provided? |  |  |  |
| * Information shared with future event planners? |  |  |  |