**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?
 |  |  |  |