

**APPENDIX 2**

**CHECK LIST**

**REQUIRED 28 DAYS PRIOR TO THE EVENT**

**90% OF PNC NAMES FOR CHECKING RECEIVED**

**TOW AWAY CONTRACTORS INFORMATION RECEIVED**

**SIGNAGE AND CONING INFORMATION RECEIVED**

**SHUTTLE BUS TIMETABLE RECEIVED**

**SECURITY PLACEMENT SCHEDULE RECEIVED**

**MEDICAL RECEIVED**

**STRUCTURAL INFO ON NEW STRUCTURES RECEIVED**

**TENT CALKS FOR NEW STRUCTURES RECEIVED**

**FIRE EXTINGUISHER ALLOCATION AND  
FIRE SAFETY TEAM STAFFING DETAILS RECEIVED**

**MAJOR INCIDENT PLAN RECEIVED**

**CANCELLATION CONTINGENCY PLAN RECEIVED**

**STOPPING THE MUSIC PLAN RECEIVED**

**TRAFFIC MANAGEMENT PLAN RECEIVED**

**FOOD TRADERS DETAILS RECEIVED**

**FUNFAIR CERTIFICATION AND INSURANCE RECEIVED**

**REQUIRED 14 DAYS PRIOR TO EVENT**

**FINAL PNC INFORMATION OUTSTANDING**

**SECURITY/STEWARDS UNIFORMS RECEIVED**

**A3 GRIDDED COLOUR MAPS OUTSTANDING**

**REQUIRED 7 DAYS PRIOR TO EVENT**

<b>INSURANCE CERTIFICATION</b>	<b>RECEIVED</b>
<b>INFO ON PYROTECHNICS</b>	<b>RECEIVED</b>
<b>EVENT MANAGEMENT SECOND DRAFT</b>	<b>RECEIVED</b>
<b>CONTACT DETAILS FOR KEY MANAGEMENT</b>	<b>RECEIVED</b>
<b>LOST PROPERTY DETAILS</b>	<b>RECEIVED</b>
<b>REQUIRED 5 DAYS PRIOR TO EVENT</b>	
POTABILITY CERTIFICATION	OUTSTANDING
<b>REQUIRED 3 DAYS PRIOR TO EVENT</b>	
FIRE WARNING SYSTEM TEST	OUTSTANDING
CAMP SITE INSPECTIONS	OUTSTANDING
<b>REQUIRED 2 DAYS PRIOR TO EVENT</b>	
ARENA INSPECTION	OUTSTANDING
ELECTRICAL CERTIFICATE	OUTSTANDING
<b>REQUIRED 1 DAY PRIOR TO THE EVENT</b>	
COMPLETION CERTIFICATES	OUTSTANDING
NOISE PROPAGATION TEST	OUTSTANDING