

# **FARMERS MARKET**

## **Special Event - Sample Check List**

The following checklist is a suggested guide to organizing and executing a special event. Include project deadlines for each step. You may or may not use all of these steps but be sure all essentials are covered.

- Staffing:

- Number of Staff Needed
- Police Notification (Call the section day before and day of)
- Volunteers, Parents, etc.
- Develop list of Responsibilities to be accomplished before, during & after.
- Review Fire and Safety Policy for site with staff and volunteers
- Custodial Staff Notified

- Location:

- In-House or Non-Recreation site - Secure Permit or Permission (5 weeks)
- Secure Clean up Supplies  
Cardboard Trash boxes for outside large gatherings
- Plan Set up - Arrangement of Space - clean up
- Attendance Policy (once you leave can you re-enter. Policy must be posted)
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- Entertainment:

- Secure Contracted Services (DJ, etc) find out availability & cost
- Begin Contract Process (5-8 weeks)
- Equipment Requirements (5 weeks) ex: sound system, mics, cd player
- Electric Requirements

- Refreshments:

- Decide on Food & Drinks
- Get 3 Quotes for any item purchased ( best policy)
- Safe Food Handling - latex gloves
- Know Safe Food Handling Regulations
- Storage of Food and Drinks

- Publicity:

- Distribution Plan
- Gimmicks to get People there
- Photographer for Event
- Video for Event
- Invitations
- Make a list and have several people look it over so as not to miss anyone that should be invited.

- Miscellaneous:

- Decorations - Theme Ideas - quotes for purchasing - make sure it is on the budget form
- If Using Balloons, Helium Tank
- Evaluations and Debriefing After Event - very important so improvements can be made and
- Any Additional Supplies Needed (paper goods)

## MORE SPECIAL EVENT PLANNING TIPS

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| ✓ | Select chair and members of your planning committee.  |
| ✓ | Develop a master plan and set the event date.   |
| ✓ | Select chairs for subcommittees such as refreshments, setup and cleanup, tour guides, traffic and safety, volunteers speakers, and invitations.   |
| ✓ | Organize volunteers for each committee.   |
| ✓ | Formulate a publicity plan. Decide when/how media should be contacted. Be sure to alert the media of photo and interview opportunities.   |
| ✓ | Prepare copy for program and printed materials.   |
| ✓ | Hold a "tie down" meeting the day before the event Distribute a schedule of events to each committee member. Discuss assignments. Distribute identification badges. Answer any questions. |
| ✓ | Set up several registration tables and stagger tour schedules to avoid bottlenecks. Distribute a program as guests arrive, so they know what to expect.                                   |
| ✓ | After the event, mail the printed program with an appropriate letter to "significant others" who were unable to attend.   |
| ✓ | Remember to thank everyone who participated. Send photos if possible.   |
| ✓ | Conduct an evaluation   |

