**10. EOTC Event Plan, Prepare and Implement Checklist**

**Sample Form 10 <Insert school name/logo here>**

You may need to reduce the size of the name/logo you place here, click on the corner side of the box and drag in to fit.

Use the align left, centre or right tabs on the tool bars to move your name and logo.

*To be adapted to particular school’s and/or event requirements*

**Have you?**

⃞ Completed *Event Proposal, Approval and Intentions form*

⃞ Gained Initial Approval

⃞ Pre-visited the site and checked the facilities. Booked if necessary.

⃞ Risk management planning completed and communicated to all staff and volunteers (*Risk Assessment and Supervision form, Standard Operating Procedures*)

⃞ Supervision structure created to meet needs

⃞ Staffing organised and competences checked *(Volunteer Assistant Agreement, Staff Competency Record)*

⃞ Organise External providers - *External Provider Agreement*

⃞ Communication to parents - *Parent Information letter*

⃞ Obtained or checked Parental consent (*Blanket* ***or*** *Parent Consent form)*

⃞ Collated emergency contact and health information

⃞ *Transport Plan* and *Driver and Passenger Permissions* completed

⃞ Accommodation organised

⃞ Food requirements organised

⃞ Communication methods during the event organised

⃞ *Equipment lists* distributed to participants

⃞ Created contingency plans

⃞ Completed emergency planning, including an *Emergency Response Guide*

⃞ Gained Final Approval

**Have other staff and volunteers been given:**

⃞ The Event Management plan or *Standard Operation Procedures*

**or**

⃞ Risk Assessment information

⃞ *Equipment lists*

⃞ Collated emergency contact and health information

⃞ *Transport Plan*

⃞ Contingency plans

⃞ *Emergency Response Guide*

**The week before:**

⃞ Food and equipment prepared

⃞ Leader(s) briefed

⃞ First aid kit(s) checked

⃞ HOD/EOTC Coordinator briefed

⃞ Student clothing and equipment briefed/checked

⃞ Relief requirements completed

⃞ Weather forecast and AA roadwatch checked

⃞ Pre-Event Briefing and School Codes outlined with students

⃞ Invoices/petty cash arranged

⃞ Vehicles checked: WOF/COF, registration, RUC, fuel, oil, water, chains, trailers

**On Departure day check:**

⃞ Weather forecast and AA road watch

⃞ Make decision to continue or postpone or cancel

⃞ Communicate any changes

⃞ Students have arrived on time (no change to medical conditions)

⃞ Students have the required footwear/clothing/equipment (action if not)

⃞ Student medication collected

⃞ Communication device and systems in place

⃞ Equipment required and checked

⃞ First aid kit(s)

⃞ Final briefing for students and staff - remind all of School Code, confirm meeting points

⃞ *Intentions*, including student and staff names:

a) left at office and/ or with call-on contact person

b) with each leader.

**Throughout event check:**

⃞ Continue to monitor weather forecast and AA road watch

⃞ Make decision to continue or postpone or cancel

⃞ Communicate – continue to discuss safety matters (concerns, emergency plans and other considerations), and consider at least a regular daily meeting with:

1. Staff team
2. External providers (PCBU’s)

⃞ Ensure incidents are reported

**At the end of the event check:**

⃞ Notify office and/or contact person of your return

⃞ First Aid Kit(s) returned

⃞ Check and clean/repair equipment

⃞ Equipment logged and returned

⃞ Clean van, log kilometres, ensure refuelled

⃞ Dismiss students (check to see if there are any notices for students before this)

⃞ Debrief with staff

⃞ Complete and file any incident reports (include near misses)

⃞ Complete and file any behaviour incident forms

⃞ Log your participation

⃞ Complete Participant evaluation

⃞ Record any new risks or hazards that were identified on the Risk Assessment

⃞ Review the event *(Event Review)*, file with the Event Management Plan and send to the EOTC Coordinator