[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

School event planning checklist

School events - fairs, concerts, sports days - planned without panic.

Date	[Date]
Checked by	[Name]

Checks

Check	Yes	No	N/A
Date, venue and timings confirmed	☐	☐	☐
Risk assessment completed and filed	☐	☐	☐
Staffing and volunteer rota done	☐	☐	☐
Parent communications sent (letters / app)	☐	☐	☐
Catering / refreshments arranged	☐	☐	☐
First aid cover confirmed	☐	☐	☐
Equipment booked (staging, PA, tables)	☐	☐	☐
Wet-weather plan in place (for outdoor events)	☐	☐	☐
Photography consent checked for students	☐	☐	☐
Clear-up rota assigned	☐	☐	☐

Actions required

[List any issues found and what was done]

Sign-off

Checked by	Signature	Date