Ashford Business Services Ltd

# School event planning checklist

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

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|---|---|
| **Date** | 9 November 2026 |
| **Checked by** | Sarah Mitchell |

## 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 as agreed at the meeting.

## Sign-off

| Checked by | Signature | Date |
|---|---|---|
| | | |