

**CHECKLIST FOR EVENTS**

**TYPE OF EVENT:** \_\_\_\_\_

**DATE :** \_\_\_\_\_

**VENUE:** \_\_\_\_\_

<b>EVENT PLAN</b>	<b>TICKLIST</b>
<b>APPLICATION FORM</b>	
<b>RECEIPT FEES</b>	
<b>MEETING</b>	
<b>EVENT MNG PLAN</b>	
<b>MEDICAL PLAN</b>	
<b>SECURITY PLAN</b>	
<b>SAFETY OFFICER APPOINTED</b>	
<b>TRAFFIC MNG PLAN</b>	
<b>SITE PLAN</b>	
<b>WASTE MNG PLAN</b>	
<b>NOISE EXEMPTION</b>	
<b>TEMPORARY STRUCTURES</b>	
<b>MUN. LAND USE</b>	
<b>TEMPORARY ABLUTION (TOILETS)</b>	
<b>PUBLIC LIABILITY INSURANCE</b>	
<b>SAPD APPROVAL</b>	
<b><u>CERTIFICATES:</u></b>	
<b>FIRE SAFETY</b>	
<b>STRUCTURAL</b>	
<b>PUBLIC LIABILITY</b>	
<b>ELECTRICAL SAFETY</b>	