

EVENT CHECKLIST

ITEM	STATUS/PROGRESS (RED=NOT STARTED; AMBER=PROGRESSING; GREEN=ON TRACK)
IBC Event Application Form	To be completed and returned ASAP. Completed
Hire of Whitehouse Park	No hire charge – confirmed IBC.
Event Insurance	No charge – to be covered by IBC – confirmed received. BLT covered by CAS.
Licence	Recorded music. No TEN's needed (confirmed IBC Licensing Dept email 3/5/16)
Additional attractions (see list)	PLI + RA. Booking Forms sent to organisations. Healthwatch; West Ipswich SNT; ActivLives. Kick Boxing – all information returned and submitted to IBC
Toilets	Confirmed by IBC as sufficient using the Meeting Place and public facilities on park for an event of this size
First Aid	Contact St John's. Quote received 2 personnel reqd approx cost £130. confirmed. Confirmed our RA OK
PA System	Pa System received from CAS. Not currently PAT tested so will rely on Wheelscapes for £50
Event Marshalls	Estimated number 10 which should be covered by NWI BLT volunteers and advisors
High Vis bibs	Check CHCC store. 30 purchased for Big Event. Confirmed
In/Out clickers	Check CHCC store. 12 purchased for Big Event. Confirmed
Park Cleansing	NWI BLT to do litter pick at end of day. Dependent on there not being too many bags, Park Patrol will remove if left by main gates. Thank you
Publicity	Engage P&P and other sub-groups. Suggestions so far: Social media FB Twitter Streetlife; Mailchimp; BLT & Partners Websites; Banner; Westbourne Radio; Posters
Public Catering	Available from Meeting Place
VIP to open	None at this time confirmed but LH looking at asking a local Whitton Olympian
External funding	Business contacted fantastic response. List/logo permission. Prepare flyer and send proof to donators. Done. Approx total £1K + excellent help 'in kind' received from IBC, CHCC, Mags at Meeting Place. Thank you!
Volunteer refreshments	BLT to provide
Lanyards	Some purchased for big event – at CHCC
Signage	MR to list for LH to produce
BLT & SP History Board	Where to place? BLT/IBC STAND
FOWP stand Park History Board	On stand. Friends to provide
Bunting	ML has provided and offered to make more Borrow allotment's bunting LG Now have 50m plus
5 x tables & 9 x chairs ex CHCC	Pick up Friday 10-11am 27 th May. Store when not in use at M.Place. Return to CHCC Tuesday 31st May
Photo's	BL
Safeguarding	RI
Press Release	Star; Radio Suffolk. Contacted and positive response.
Bumble Bee Costume	Volunteer ? None forthcoming. Wheelscape skater may wear costume
IBC Officer presence	DO and her community team will cover +/- Park Ranger. Nigel will be on site 9am to open gate.
After Event Music – Meeting Place	ML & TD to confirm attendance. This is an addition to the main event to promote the Meeting Place

Amended 25/5/16