


# Community Event Checklist Template: Permits, Volunteers & Local Partnerships Management

 Show only Checklist

Display Style  
Default 

## Permit & Legal Compliance

Ensuring all necessary permits are obtained and legal requirements are met.

### Event Type (e.g., Festival, Parade, Gathering)

- Festival
- Parade
- Gathering
- Street Closure
- Other

### Application Submission Deadline

Enter date...



### Estimated Attendance

### Noise Permit Required?

 Yes No

### Site Plan (Map of Event Location)

### Alcohol Permit Required?

 Yes No

## Volunteer Coordination

Recruiting, training, and scheduling volunteers for various tasks.

### Total Volunteer Needed

### Volunteer Roles Available

- Registration
- Setup/Teardown
- Information Booth
- Activity Assistance
- Cleanup

### Volunteer Training Materials

Write something...

### Volunteer Training Date

Enter date...

### Volunteer Training Time

Enter time...

### Skills Required

- Customer Service
- Communication
- Problem Solving
- Physical Stamina

### Volunteer Application Form

 Upload File

# Local Partnerships & Sponsorships

Cultivating relationships with local businesses and organizations for support.

## Tier of Sponsorship Offered

- Platinum
- Gold
- Silver
- Bronze

## Monetary Contribution

Enter a number...

## Partner Benefits Provided

Write something...

## Type of Partnership

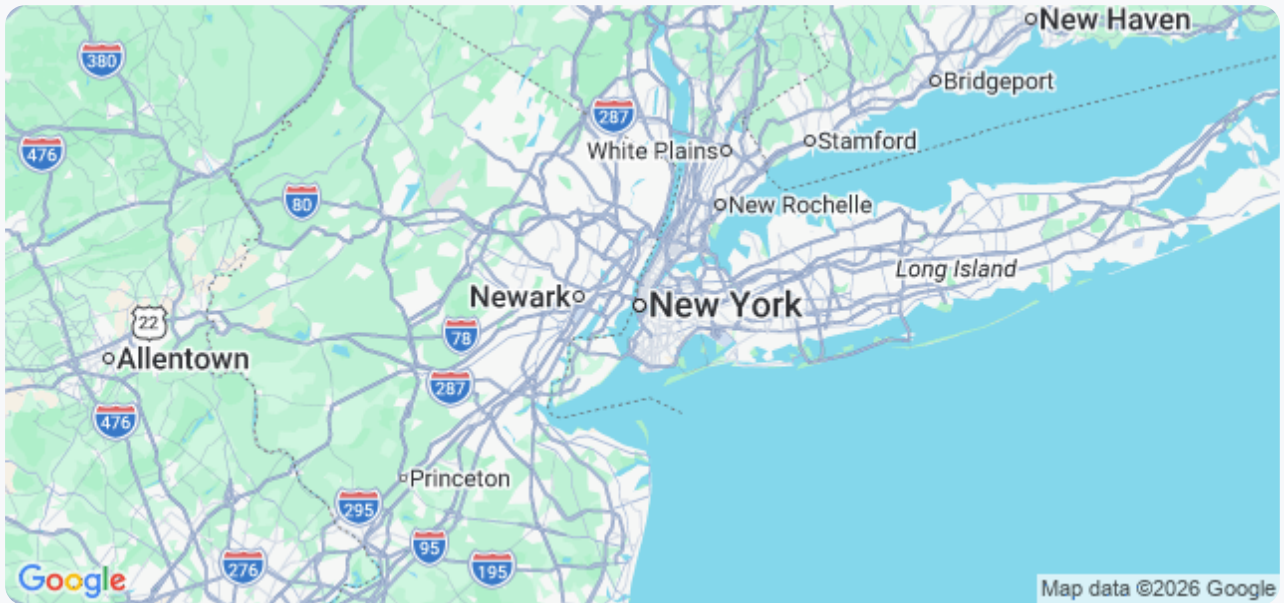
- Financial Sponsorship
- In-Kind Donation
- Service Partnership
- Cross-Promotion

## Agreement Start Date

Enter date...

## Partner's Physical Location (For Mapping/Logistics)

 [Set My Current Location](#)

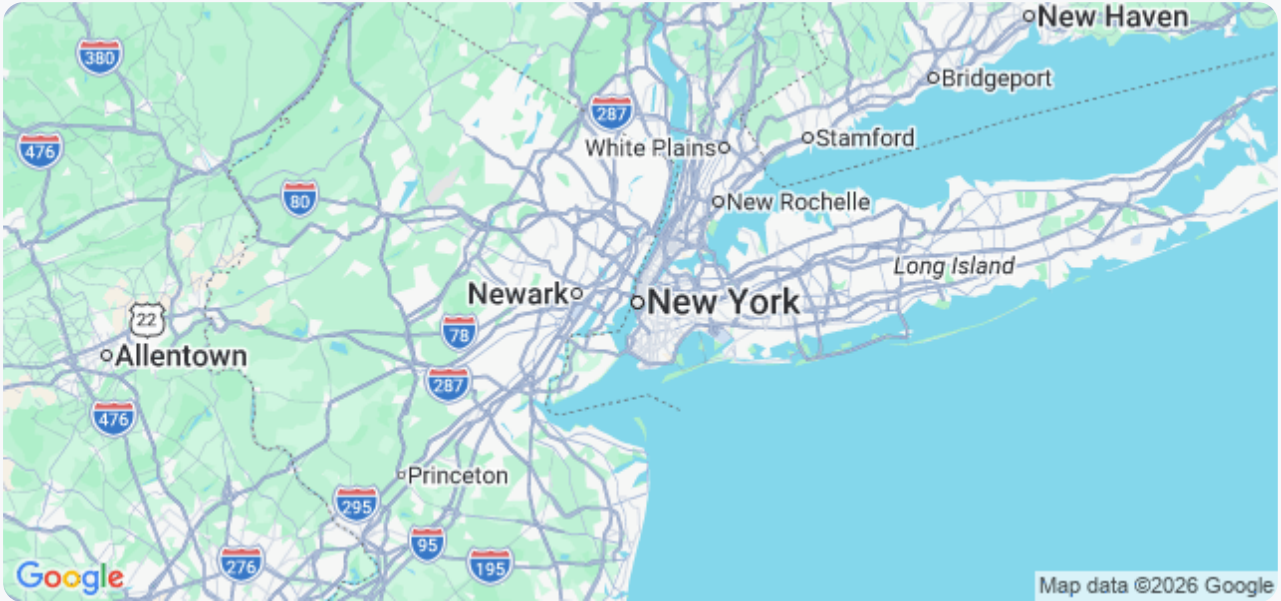


# Event Logistics & Infrastructure

Planning for event setup, equipment, and essential facilities.

## Event Venue Address

 [Set My Current Location](#)



## Setup Start Date

Enter date...

## Setup Start Time

Enter time...

### Estimated Attendee Count

Enter a number...

### Required Equipment (Check all that apply)

- Tables
- Chairs
- Stage
- Sound System
- Lighting

### Number of Portable Toilets Needed

Enter a number...

### Venue Specific Instructions/Notes

Write something...

## Marketing & Promotion

Reaching the target audience and maximizing event visibility.

### Estimated Attendance

Enter a number...

### Primary Marketing Channel

- Social Media
- Local Newspaper
- Flyers/Posters
- Community Website
- Email Marketing

### Social Media Campaign Start Date

Enter date...

### Social Media Post Captions (Draft)

Write something...

### Event Flyer/Poster (Draft)

 Upload File

### Marketing Materials to Produce

- Flyers
- Posters
- Social Media Graphics
- Press Release

# Risk Management & Safety

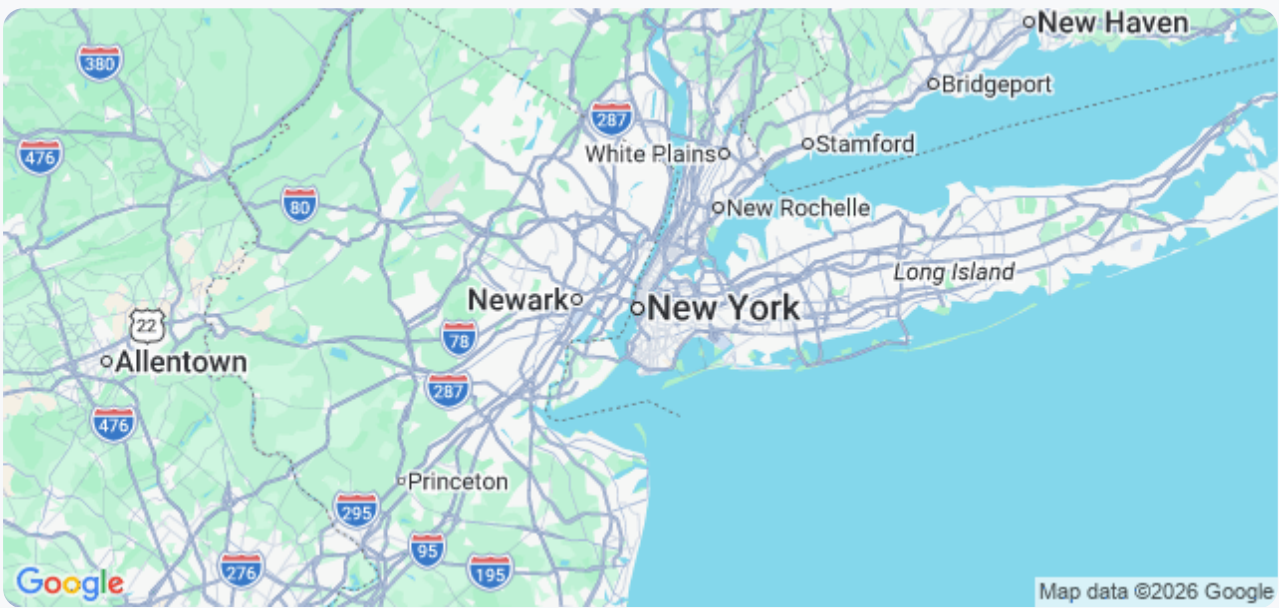
Identifying and mitigating potential risks to ensure participant safety.

## Estimated Attendance

Enter a number...

## First Aid Station Location

 [Set My Current Location](#)



## Security Personnel Required?

Yes

No

### Date of Security Briefing

Enter date...

### Emergency Contact Notification Time

Enter time...

### Potential Hazards Identified (select all that apply)

- Crowd Control Issues
- Weather-Related Risks
- Traffic Congestion
- Medical Emergencies
- Security Threats

### Detailed Risk Mitigation Plan

Write something...

## Accessibility & Inclusivity

Creating an event that is accessible and welcoming to all members of the community.

### Accessible Parking Availability?

- Yes, Designated Spaces
- Limited Availability
- No Designated Spaces

### Sign Language Interpreter Required?

- Yes
- No
- Undecided

### Assistive Listening Devices Available?

- Yes
- No
- To be Confirmed

### Number of Accessible Restrooms

Enter a number...

### Visual Aids Provided (e.g., Large Print Signage)?

- Yes
- No
- Partial

### Additional Accessibility Considerations/Notes

Write something...

# Post-Event Evaluation

Gathering feedback and assessing the event's success.

## Estimated Attendance

Enter a number...

## Actual Attendance

Enter a number...

## Overall Event Success (Scale 1-5)

- 1 - Poor
- 2 - Fair
- 3 - Average
- 4 - Good
- 5 - Excellent

## Feedback from Attendees (Qualitative Data)

Write something...

## Lessons Learned & Recommendations for Future Events

Write something...

## Did the event meet its intended goals?

- Yes
- No
- Partially

## Volunteer Hours Logged

Enter a number...