


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

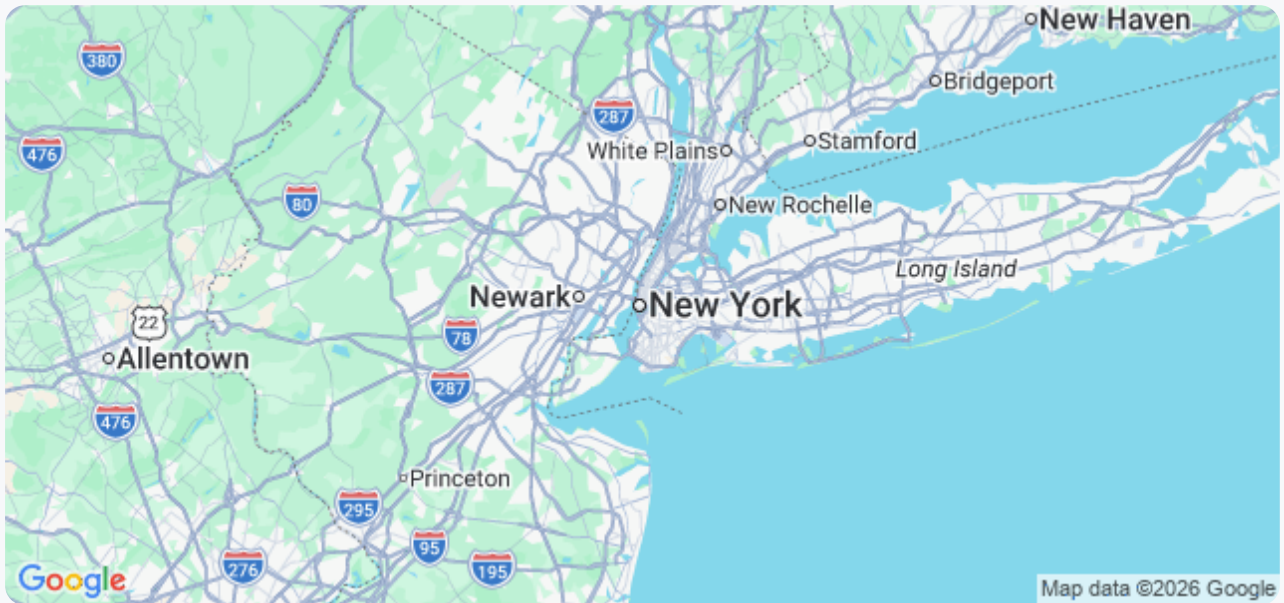
- Financial Sponsorship
- In-Kind Donation
- Service Partnership
- Cross-Promotion

Agreement Start Date

Enter date...

Partner's Physical Location (For Mapping/Logistics)

 [Set My Current Location](#)



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

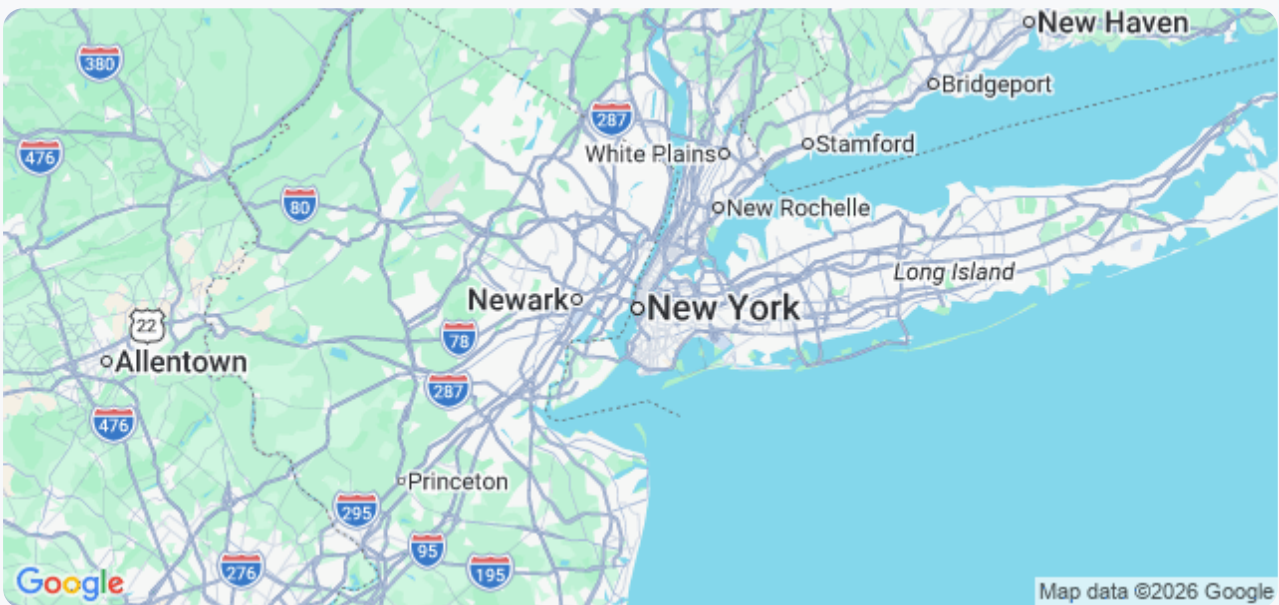
Identifying and mitigating potential risks to ensure participant safety.

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...