

# NENE VALLEY COMMUNITY ACTION

## ARE YOU THINKING OF RUNNING AN EVENT?

THIS CHECK LIST HAS BEEN PUT TOGETHER TO HELP YOU CONSIDER ALL ASPECTS OF YOUR EVENT. DO NOT BE PUT OFF, WE ARE HERE TO HELP YOU. MANY SMALL EVENTS WILL NOT REQUIRE THIS LEVEL OF PLANNING.

If you require any support please contact Nene Valley Community Action on 01933 396382 or email [info@nvca.org.uk](mailto:info@nvca.org.uk)

Question		Your Notes/Information
Is there a minimum or maximum number of people able to take part in the event?	Yes/No	
If it is an outside event, have you considered alternative arrangements in case of bad weather?	Yes/No	
Do you know what the venue costs will be?	Yes/No	Don't forget you may need setting up and putting away time. This may be charged.
Will you have to pay a deposit?	Yes/No	Don't forget to ask whether it is returnable or not.
Is the venue accessible to all members of the public?	Yes/No	
Is the group/event on going? Do you need to book for a number of weeks/months?	Yes/No	Make sure you ask for a discount.
Will you need any equipment?	Yes/No	If yes, what will you need? Computer, projector, radio, turntable, chairs, tables, cups, plates etc
Will you need to pay up front costs or charge to raise money for your event?	Yes/No	If yes, how will you fund this? E.g raffle, entrance fee, sponsorship etc. You may need a Temporary Events Notice which is a type of temporary licence and costs £21. Speak to the Council.
Will you need a lottery (for raffles)licence?	Yes/No	Check the information sheet in the NVCA pack.
Do you want volunteer support?	Yes/No	If yes, how many volunteers will you need? NVCA may be able to help you find volunteers. Give them a ring on 01933 396382.

Do you want to promote your event?	Yes/No	Posters – think about family/friends who may be able to help. Local shops, notice boards & newspapers. Let NVCA know & we will advertise in our ebulletin. Try radio it is free.
Will you need insurance?	Yes/No	Public Liability insurance may be needed depending on the size and nature of the event.
Will you need an alcohol or entertainment licence?	Yes/No	If you are just serving alcohol and not selling it you do not need a licence. If you want to sell alcohol or intend to provide entertainment to the wider public, you will need a Temporary Events Notice which is a type of temporary licence and costs £21.
Will you need permission from the landowner?	Yes/No	Permissions may be needed from the landowner or Council.
Will you need first aid equipment?	Yes/No	Available at all good chemists.
Will you need a first aider?	Yes/No	Is anyone in your group a qualified First Aider or contact the Red Cross or St John's Ambulance.
Will you need to inform the police?	Yes/No	It is always worth informing the police if you are planning an event in a public place or a big event involving lots of people.
Will you need to inform the fire brigade?	Yes/No	If it is a large event it may be worth contacting your local fire station.
Will you need to have the road closed?	Yes/No	If yes, contact your local district/borough council. 12 weeks notice is required.
Will you need permission from the council?	Yes/No	This will depend on the size and nature of the event.
Will you need safety equipment?	Yes/No	If yes, what will you need? Hi Viz jackets, water proof, ropes, safety mats fire extinguishers etc
Are people available to help you clear up afterwards?	Yes/No	