

# Event planning checklist

## Parks

Use this checklist to help you plan, gain the necessary approvals and consider the resources for your event. Please visit [www.kingston.gov.uk/hostanevent](http://www.kingston.gov.uk/hostanevent) for further information and advice.

All public events	
	Set up regular planning meetings with your organising team (residents or community members) to plan and action next steps together
	Visit our website and complete the initial enquiry form to tell us you are planning your event. We will provide you with important information to help you get organised
	Think about your budget and check the relevant council fees on our website
	Consider creating standard letter templates for things like requesting donations, so you can easily approach local businesses for sponsorship and support (if needed)
	Organise Public Liability Insurance of between £5 million or £10 million, depending on event size. Research cover online and appoint a Health and Safety Officer (include details in your Risk Assessment)
	Consider requesting a Neighbourhood Community Grant from us
	Review feedback from past events (if available) and consider how to collect feedback for this event
	Draw up a promotional action plan e.g. use of social media, posters, contact with local businesses, schools and libraries
	Think about involving other community members and residents in your event including volunteers
	Consider invitations to local community figures such as Borough Councillors, ambulance/police service personnel and the Mayor
	Consider what licences you might need such as for the sale of alcohol or serving of food.
	Use our event management plan to capture your event details and send your completed document and supporting information back to us by the recommended deadline.

Overleaf are additional points to consider when hosting an event in the type of location you are planning to use.

<b>Park events</b>	
	Read and agree to the conditions for hiring a public green space and the public green spaces events policy
	Submit payment for services (e.g. repair of grass areas, waste collection) and the special event returnable deposit
	Provide a site management plan and programme
	In the case of a fun fair and/or circus - you will need to gain all necessary individual insurance documents and health and safety certificates e.g for rides, food vendors

## **Contact us**

Call **020 8547 5400** or email [\*\*events@kingston.gov.uk\*\*](mailto:events@kingston.gov.uk)