

Make your event safe and secure

The Town of Oakville encourages event organizers to use this checklist as a guideline to help your event stay safe and secure. These points are to help plan for the elements and the unknown at your event.

Employ the basics



- "Lost parents" plan
- First aid kit and AED
- Directional signage and maps
- Event insurance
- Info booth
- Background checks for volunteers
- Cash handling policy
- Lost and found area
- Emergency exit signs

Recommended best practices



- Create an emergency response plan
- Develop an inclement weather plan
- Is first aid services required?
- Consider washroom patrol
- Consider parking patrol
- Have insurance for your organization
- Are security/police required?
- Communication tools (radios, etc.)
- Is a coat and bag check required?

Be prepared



- Have you developed a social media management plan?
- What is your event cancellation process if necessary during your event?
- How will you evacuate your event if necessary?
- How will you manage long line ups?
- Have you developed strategies to control vehicle and pedestrian traffic?
- How will you manage and track event attendance?
- Have you created a "what you can and cannot bring" list for event attendees to view on your event website?