



STEP 1: GENERAL EVENT INFORMATION

Event Name: _____

Event Date: _____ Event Location: _____

Event Type: ☐ Sporting ☐ Entertainment/ Cultural ☐ Social Event ☐ Professional/ Corporate Event

☐ Other (please state): _____

Does the event take place entirely or partially on public property? _____

Estimated Attendance: _____ (Over 500 people, please fill out page 2 & 3)

Estimated Peak Attendance: _____ (approx. number of people expected during peak times)

Overview:

As the event organizer, your overview should highlight the event's purpose, expected turnout, and key logistics, while addressing safety essentials like weather plans, crowd control, emergency response, sanitation, and accessibility. Include how communication, security, and coordination with local services will ensure a safe and smooth experience for all attendees.

CONTACT INFORMATION

On- site contacts responsible during the event

Primary Contact

Name: _____ Contact Info.: _____

Secondary Contact

Name: _____ Contact Info.: _____

Safety Officer/ Leader

Name: _____ Contact Info.: _____

STEP 2: FIRST AID

1. Who will provide on- site first aid?

Identify the first aid service or trained personnel. E.g. Red Cross, St. John Ambulance, or certified volunteers.

2. Number of first aid attendants and their certification level?

Specify the number of first aiders and their certification level, based on the size and risk level of the event.



STEP 3: SECURITY/ CROWD CONTROL AND SAFETY

1. Describe security personnel or marshal roles and numbers.

Include professional security staff, police officers, or trained volunteer marshals if applicable. If yes, describe their roles, numbers and schedule. If no, explain how event staff or volunteer will manage crowd safety, access control, and any potential unruly behavior to maintain a safe environment.

2. How will crowd safety and behavior be managed?

Include details on controlling entry and exits to the event, including but not limited to, signage, personnel, guidelines and ticketing (where applicable)

3. How will pedestrian safety be ensured during road closures?

Describe measures such as having marshals assist pedestrians, using barriers between traffic and walkways, clear signage for cross points, reflective vests for volunteers, etc.



4. List any medium – to high-risk activities and the mitigation strategies.

For example: inflatables like bouncy castles, alcohol service, fireworks, live animal displays, etc. For each activity, what plans or procedures will you have in place to minimize the risk factors? Describe safety measures for each high-risk activity- e.g. supervision and tie-downs for inflatables, ID checks and serving limits for alcohol, safety zone and trained operators for fireworks.

5. Describe your plan for loading and unloading zones. What is your plan for loading and unloading zones for the event?

Describe how vendors, performers, or suppliers will load in and out – e.g. designated areas or times for delivery vehicles, use of cones or staff to control the area, special equipment like dollies or forklifts. Include how you will coordinate schedules to avoid congestion and any communication to drivers. Ensure this plan is shared with all vendors/ participants in advance.)