

**EVENT PLANNING CHECKLIST**

**Are there designated areas for?**

	Yes	No	Notes
☐ Competition (including warm up areas)	<input type="checkbox"/>	<input type="checkbox"/>	
☐ Spectators (separated from horses & vehicles)	<input type="checkbox"/>	<input type="checkbox"/>	
☐ Competitor parking (floats, trucks etc.)	<input type="checkbox"/>	<input type="checkbox"/>	
☐ Public parking (guest & spectator vehicles etc.)	<input type="checkbox"/>	<input type="checkbox"/>	
☐ Horses (yards, stables, laneways etc.)	<input type="checkbox"/>	<input type="checkbox"/>	
☐ First Aid (competitors/general public/access by emergency vehicles & services)	<input type="checkbox"/>	<input type="checkbox"/>	

**Inspection of Competition/ Activity Areas (including warm up areas)**

	Yes	No	Notes
☐ Are each of these areas free of hazards and obstacles? (Rocks, sticks, overhanging branches, rubbish...)	<input type="checkbox"/>	<input type="checkbox"/>	
☐ Are the surfaces safe and appropriately prepared for their intended use? (Slippery, too wet, too dry, dust, level, ploughed, suitable depth...)	<input type="checkbox"/>	<input type="checkbox"/>	
☐ Are the fences and gates appropriate for the activities? (Keeping livestock in, spectators out, numbers of competitors...)	<input type="checkbox"/>	<input type="checkbox"/>	
☐ Is there signage identifying each of these areas and their intended use? (Competitors Only, No Dogs, Warm-up Arena, Marshalling Yard...)	<input type="checkbox"/>	<input type="checkbox"/>	
☐ Is there appropriate signage at <u>all</u> access points to competition areas? (No Entry Competitors Only...)	<input type="checkbox"/>	<input type="checkbox"/>	

**Inspection of Spectator Areas (separated from horses & vehicles)**

	Yes	No	Notes
☐ Are each of these areas, including roads & tracks free of hazards & obstacles? (Rocks, sticks, overhanging branches, rubbish, uneven surfaces ...)	<input type="checkbox"/>	<input type="checkbox"/>	
☐ Seating & grand-stands are properly erected and separate from livestock access? (Check access to seating areas, that access to under grandstands is restricted...)	<input type="checkbox"/>	<input type="checkbox"/>	
☐ Food, eating & drinking areas are separated from livestock? (Livestock should not have access to these areas...)	<input type="checkbox"/>	<input type="checkbox"/>	
☐ Access to food areas, toilets & public parking is free of hazards & obstacles? (Check for varied weather conditions, night lighting, trip hazards...)	<input type="checkbox"/>	<input type="checkbox"/>	
☐ Are fences or barriers properly erected? (Check for nails, broken rails, rail heights...)	<input type="checkbox"/>	<input type="checkbox"/>	
☐ Is there signage identifying each of these areas and their intended use? (Spectators Only, No Horses, No Vehicles...)	<input type="checkbox"/>	<input type="checkbox"/>	

**Inspection of Parking Areas**

	Yes	No	Notes
☐ Are competitor and spectator parking areas separated?	<input type="checkbox"/>	<input type="checkbox"/>	
☐ Are loading and unloading areas for livestock separated from the general public?	<input type="checkbox"/>	<input type="checkbox"/>	
☐ Is supervision of parking areas required?	<input type="checkbox"/>	<input type="checkbox"/>	
☐ Has traffic flow and pedestrian flow been addressed?	<input type="checkbox"/>	<input type="checkbox"/>	
☐ Is there signage identifying each of these areas and their intended use? (Competitors Only, ( Public Parking, Floats and Trucks ( ...)	<input type="checkbox"/>	<input type="checkbox"/>	

**Inspection of Livestock Yards & Stable Areas**

	Yes	No	Notes
☐ Are fences and rails secured properly? (Safe, appropriate height, no hazards...)	<input type="checkbox"/>	<input type="checkbox"/>	
☐ Is adequate water available?	<input type="checkbox"/>	<input type="checkbox"/>	
☐ Do the gates & latches work properly?	<input type="checkbox"/>	<input type="checkbox"/>	
☐ Can escaping livestock be contained effectively? (Perimeter fencing, gates closed, emergency procedures ...)	<input type="checkbox"/>	<input type="checkbox"/>	
☐ Is there signage identifying these areas and restricting access? (No Entry Competitors Only...)	<input type="checkbox"/>	<input type="checkbox"/>	

**General**

	Yes	No	Notes
☐ Can officials be identified clearly?	<input type="checkbox"/>	<input type="checkbox"/>	
☐ Is there a designated and signed "Assembly Area" in the event of an emergency?	<input type="checkbox"/>	<input type="checkbox"/>	
☐ Is there a plan for the treatment or removal of injured stock?	<input type="checkbox"/>	<input type="checkbox"/>	
☐ Is there a map of the facility identifying each of the designated areas?	<input type="checkbox"/>	<input type="checkbox"/>	

This form has been completed by \_\_\_\_\_ Date Completed \_\_\_\_\_

On behalf of the committee of the \_\_\_\_\_, an affiliate of the **Reining Aust**