

### Entertainments Checklist - Updated March 2022

This checklist has been put together to help you think through the many aspects of organising a successful BBQ or Dance. It is simply a guide. Obviously some sections are essential such as obtaining licences and health and safety but it is not intended as a fixed set of instructions. Every event and venue will have its own particular circumstances to take account of and you will need to consider these as you work through the planning stages.

If you are planning a BBQ or Dance the checklist should help you break the work down into manageable sections. Also, other YFCU members with previous experience of planning such events are available to offer further tips and guidance if required. Contact YFCU headquarters who will put you in touch with an appropriate member for further support.

#### 9-12 Months before the event...

Pick the date	Check it against your County diary and headquarters to make sure it doesn't clash with an existing event.	
Select the venue	As far as practical the venue should be well away from other dwellings.  Check to make sure it's suitable, for example, that it has an appropriate fire exit, is accessible, adequate parking nearby, etc.	
Complete an initial risk assessment	You must complete an initial risk assessment of the venue to look at the initial risks which you might need to mitigate. This should include areas to fence off, location of power supplies, fire risks etc. This must be sent to YFCU HQ for an initial assessment before you can apply for your Entertainment Licence as you will not get your copy of the YFCU Public Liability Insurance Certificate without completing your Risk Assessment.	

#### 6-9 Months before the event...

Apply for the entertainments licence	Costs vary depending on the number of persons involved in the event and the type of licence you need. As part of the application you will need: a. the electrics at the venue certified by a competent electrical engineer; b. a certificate confirming that the appropriate fire fighting equipment is in place and in working order; c. to confirm that adequate public liability insurance is in place for the event - YFCU HQ can support you with this; d. to publicly advertise in two local papers notice of your intention to hold the event.	
Book the band, DJ or other	A good band, DJ or entertainment can be crucial to the success of your event and will need to be booked as early as	

entertainment	possible.	
Consider if additional insurance is required	Check with the farmer or land owner if they have appropriate insurance cover in case an incident should occur on their land or property but away from the agreed venue. If not, the cost of obtaining this type of cover should be factored into your planning and budget.	
Update your risk assessment	Update your Risk Assessment with any new risks identified or information.	

### 3 Months before the event...

Apply for your drinks licence, if one is required.	<p>An entertainment licence is required before a drinks licence can be applied for.</p> <p>When making your application, beware of councils taking a break over the summer months.</p> <p>It may be worth talking to a local 'off-sales' to see if they can help you secure a drinks licence.</p> <p>Negotiate with your drinks supplier that is on 'sale or return'.</p>	
Place order for any foodstuff you will need	<p>Consider the numbers you expect to attend and place your order as soon as possible for delivery in time for the event.</p> <p>If you are bringing in outside caterers like a chip van contact them now and negotiate a deal for them to attend your event.</p>	
Are portaloos required?	If so, book them now. Arrange to have them delivered in the week before the event to get them set up.	
Is an additional generator required?	<p>The electrical engineers inspection (as part of your entertainments licence application) will keep you right on your electrical needs.</p> <p>If you are planning on using a group/band for your entertainment, check with them to see what they will need to run their equipment.</p>	

<p>Book your door supervisors or identify your volunteer stewards</p>	<p>The safety and security of all those involved in the event is paramount and should be taken very seriously. Failure to provide adequate supervision may invalidate your insurance.</p> <p>From December 2009 door supervisors will be regulated by the Security Industry Authority (SIA). Anyone receiving payment or reward (even in kind) for providing door supervision will be required to hold a SIA licence. For further information contact YFCU HQ or to check the validity of a door supervisor's licence visit <a href="http://www.gov.uk/sia">www.gov.uk/sia</a></p> <p>Volunteers carrying out this role are not required to hold a licence but should be fully briefed on their role and responsibilities. It is important to designate a lead steward to co ordinate this work. At an event where alcohol is being served all stewards should be over 18 years of age.</p>	
<p>Organise your BBQs</p>	<p>Make sure you have a sufficient number of BBQs to cater for the numbers of people you expect.</p> <p>Work out how you will get the BBQs to the venue.</p> <p>Make sure you have enough experienced volunteers to cook the food and check their availability for your event.</p>	
<p>Publicity</p>	<p>Set up your Facebook event and ask Committee members to share it and invite people who may be interested.</p>	
<p>Final risk assessment</p>	<p>You must fully analyse your Risk Assessment to ensure you have mitigated all the risks and send a final copy to YFCU HQ.</p>	

**2 Months before the event...**

<p>Organise your tickets</p>	<p>All events over 200 people must be ticketed.</p> <p>You should contact other Club Secretaries with details of how to order, pay and collect tickets.</p> <p>Price round printing companies to get the best price for printing your tickets.</p> <p>All tickets must have a hologram printed on them to prevent fraudulent tickets being duplicated.</p> <p>Ensure that you only print enough tickets as allocated by your Entertainment Licence to avoid going over your venue capacity as this will invalidate any insurance cover provided.</p>	
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**1 Month before the event...**

<p>Call a final committee or planning group meeting</p>	<p>Work out and agree the charges for entry, food and drinks. Be careful and make sure you have included all relevant costs when you are setting your prices.</p> <p>Make sure all your drinks and food charges are typed up and clearly displayed.</p> <p>Agree and organise who will act as bar staff. Remember all bar serving staff must be over 18.</p> <p>Agree who will collect the entry charges and who will serve the food.</p>	
<p>Circulate your publicity materials</p>	<p>Issue notice of your event to the local and farming press. Let them know that a photographer is welcome to attend and what the best time might be.</p> <p>Circulate flyers and invites as widely as possible.</p>	

**2 Weeks before the event...**

<p>Buy the essentials</p>	<p>Think about all the additional bits and pieces of equipment you will need and buy it now. For example, charcoal, BBQ utensils, knives, forks, spoons, napkins, paper plates, plastic glasses, bottle openers, soft drinks, alcohol measuring equipment, etc.</p>	
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**1 Week before the event...**

<p>Send out a reminder of the event</p>	<p>Confirm with local and farming press if they are sending a photographer or want you to take your own photos.</p> <p>YFCU HQ can issue a text message to other club secretaries.</p>	
<p>Inform local Duty Sergeant</p>	<p>Contact your local PSNI station and advise them of the details of the event.</p>	
<p>Prepare the venue</p>	<p>Hire a skip and arrange for it to be collected, at least, the day after the event to allow you to clear up.</p> <p>Brush out / clean up and make the place safe and welcoming. Set up the bar and erect a stage, if required.</p> <p>Hire in or make sure you have sufficient control barriers or fences to seal off areas that will be out of bounds.</p> <p>Put in place appropriate lighting in the venue and around it to ensure the health and safety of those attending - test it!</p> <p>Get the portaloos delivered and in place, if required.</p>	
<p>Prepare your back up plan</p>	<p>In case of poor weather make an alternative plan to ensure the event can go ahead.</p>	

**On the day of the event...**

Contact the neighbours	<p>It's in your interest to contact any neighbours who may be affected by noise, turning cars or increased passing traffic to advise them of the event.</p> <p>Let neighbours know that it is a club fundraiser (or charity fundraiser), apologise in advance for any potential disturbance and advise them of your plans to keep any disturbance to a minimum.</p> <p>To make up for any potential disturbance they might face, give them a complimentary ticket.</p>	
Collect your drinks	Make sure you have sufficient stock; that you have the appropriate measuring equipment; and your prices are clearly displayed and understood by your bar staff.	
Prepare the car parking area	Ensure there is good visibility at the entrance / exit to your car parking area. In case of poor weather woodchip or 'stone-in' the entrances / exits to your car parking areas.	
Secure adjoining gates	Make sure livestock in fields adjoining to or in the immediate area of your venue are well secured by tying up, locking or using cable ties on gates.	
Check you have enough fuel	<p>If you are using a generator make sure you have adequate petrol or diesel to see you through the whole of the event.</p> <p>If holding a BBQ remember to light them in good time to heat up and cook the food!</p>	
Mark what is out of bounds	Put up clear signs and fence off areas where parking or people are not allowed.	
Is the owner satisfied	Check with the venue owner that they are satisfied with the efforts made to prepare the site and manage the event.	
Put out your signage and directions	Put signage out a couple of hours before the event is due to start. Before people are due to arrive, check that it's still in place!	
Display your licences	Display your entertainment and drinks licenses clearly. Make sure your premises match the description agreed in your entertainment licence, for example, fire exits, fire extinguishers and bell.	
Brief volunteers	Arrange a meeting with all the volunteers involved and show them around the venue. Ensure they are all aware of the emergency protocols including the location of fire exits; the location of the fire alarm or air horn and first aid box and who is in charge.	

**At the end of the event...**

Make sure everything and	Make it the job of two or three members to check over the venue at the end of the event to make sure everyone is	
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everyone is safe and secure	off-site, no damage has occurred and the venue is secure. This should include a “debrief” with your bouncers to ensure you are aware of any issues they encountered during the event.	
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**The day after...**

Do the follow-ups	<p>Check out among your club officials and members if there were any issues arising that need resolved asap!</p> <p>Check with the owner of the venue that things went well.</p> <p>A goodwill gesture / gift for the owner is an appropriate way of saying thank you for their contribution.</p>	
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**In the following fortnight (but no later than a month after)...**

Reflect on the event	As soon as possible, organise a committee meeting to consider what worked and what didn't.	
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