

Events & Activities Checklist

for Lanarkshire Climate Action Festival

Use this checklist to help you plan your event.

If any item doesn't apply to your group, just score them out. You can use the notes section to add any actions that need to be carried out.

This checklist is an amended version of the 'Events & Activities Checklist' developed by Scottish Community Development Centre. You can find their full checklist [here](#).

<i>(Add in name/details of event)</i>				
Checklist	Y	N	Notes / Actions	Who & when
Part 1 : Planning				
Purpose of the event agreed				
Target audience identified (who would you like to attend the event? Make sure the activities and promotion are tailored to their needs, barriers and motivations)				
Accessibility needs of your target audience identified				
Who is involved in planning and hosting the event (both from your group and external partners) - names and roles				
Draft programme of event agreed (e.g. which activities you would like to include)				
Name of event agreed				
Organisers feel confident in their roles and responsibilities (if not, seek out support)				
Considerations made on how to make the event as sustainable as possible (see guidance here)				
Budget for the event agreed				
Funding application submitted				
Grant acceptance letter returned to Lanarkshire Climate Action Hub				
Funding in place				
Part 2: Practical tasks				
Date and time agreed				
Identify venues that are accessible and meet the needs of participants				
If your event takes place in a public space in North Lanarkshire Council,				

you need to obtain a permit. The process can take up to 12 weeks. Call 01698 302360 or email: LicensingEnquiries@northlan.gov.uk (we recommend phoning first). Your event might be subject to a £117 fee to obtain the permit.				
Venue booked				
For outdoor events: Alternative arrangements planned in the event of inclement weather				
Staff and volunteers to deliver the event confirmed				
Final programme agreed (all activities and timings)				
Submitted Climate Festival form with event details by 13 July 2026				
Speakers booked (if required)				
Interpreters booked (if required)				
Catering booked (if required)				
Refreshments purchased (if required)				
Equipment/materials organised/booked/ordered (if you are organising a growing project/event, check out this helpful guide first)				
Any technology booked/available (if required)				
Bookings system organised (if required)				
If you have to cancel, a plan is in place on how people will be informed				
Event advertised (see templates and flyers here)				
Part 3: Health and safety				
First aider available				
Risk assessment carried out				
Risk assessment actioned				
Adequate insurance in place				
License in place (if required)				
If the event involves children, young people or vulnerable adults, appropriate safeguarding arrangements are in place. See Grant Guidance for more details.				
Health and safety policy				
Other relevant policies				
Part 4: Staff and volunteers				

Clear roles and duties for staff				
Clear roles and duties for volunteers				
Part 5: Delivering your event				
Leading up to the event				
Numbers confirmed (if advanced booking is used)				
All details confirmed with people taking part (if required)				
All staff and volunteers briefed about their role on the day				
Evaluation activities planned, for example, evaluation form designed				
On the day				
Set up venue				
All materials and equipment set up				
Technology set up and tested				
Sign in sheet - to know who attended (or other means to count attendees)				
Signage - to tell people where to go				
Someone to take notes (if required)				
Someone to take photos				
Permission to use photos taken (use our photo permission forms and posters)				
Evaluation activities carried out				
After the event				
Thank everyone who contributed to the event				
Follow up with participants (if required)				
Report to funder (look out for a feedback form from Lanarkshire Climate Action Hub)				
Look at feedback from evaluation activities				
De-briefing meeting to discuss how it went and any learning for next time				

Use the space below for any further notes/comments: