



Event Planning Checklist

Planning an event? We've got you covered!

Every event is different, but a little planning goes a long way! Use this checklist as a starting point to help keep your event planning on track.

Please note: This checklist is intended as a general planning resource. Additional requirements, approvals or timelines may apply depending on your event.

Planning a larger event? Start early! Six months is a good starting point for most community events, while larger or more complex events may require a year or more of planning. Some municipal approvals must be started at least three months before your event.

Event and Milestone/ Workback Schedule

Event Date: _____

6 Months Before: _____

3 Months Before: _____

2 Months Before: _____

1 Month Before: _____

2 Weeks Before: _____

1 Week Before: _____

6+ Months Before – *Start with the big picture*

☐ Choose your preferred event date and consider potential conflicts with other community events, holidays or activities.

☐ Reserve the municipal facility or property required for your event.

☐ Establish the basics: event purpose, date, location, approximate times, anticipated attendance and key activities.

☐ Develop a preliminary event budget and identify potential grants, sponsorships or other funding opportunities.

☐ Identify major vendors, entertainment, attractions or equipment that may need to be booked well in advance.

☐ Consider whether your event will involve activities requiring additional approvals, such as alcohol, road closures, fireworks, camping or campfires.

☐ Other:



3+ Months Before – *Get the approvals underway*

- ☐ Begin any required Council approval, by-law exemption or Road Closure Application processes.
- ☐ Begin the approval process for alcohol, fireworks, camping, campfires or other activities requiring special permission.
- ☐ Contact other property owners or authorities and obtain required permissions if your event uses property outside Township jurisdiction.
- ☐ Begin confirming major vendors, entertainment, rentals and attractions.
- ☐ Review the event requirements that apply to your planned activities and identify any outstanding permits, licences or documentation.
- ☐ Other:

2 Months Before – *Start putting the pieces together*

- ☐ Confirm vendors, food providers, entertainment, rentals and other event partners.
- ☐ Identify the tents, inflatables, stages, generators or other equipment your event will require.
- ☐ Determine your staffing and volunteer needs and begin recruiting if necessary.
- ☐ Start developing your event site plan, including activities, vendors, parking, washrooms and other event infrastructure.
- ☐ Begin developing your event safety and emergency plan, including severe weather procedures.
- ☐ Determine your first aid, security and medical service needs.
- ☐ Plan parking, accessible parking, pedestrian routes and emergency vehicle access.
- ☐ Determine whether nearby residents or businesses may be impacted by the event.
- ☐ Begin promoting your event and submit it to applicable Township promotional channels.
- ☐ Other:

1 Month Before – *Time to firm up the details*

- ☐ Finalize vendors, contractors, entertainment and activities.
- ☐ Finalize your event site plan and submit it to the Township, if required.
- ☐ Complete applicable food vendor and public health requirements.
- ☐ Confirm washrooms, handwashing facilities, garbage and recycling arrangements.
- ☐ Confirm tents, inflatables, stages, generators and other event equipment.
- ☐ Confirm first aid, security or emergency service arrangements, where applicable.



- ☐ Confirm parking, traffic and pedestrian management plans.
- ☐ Confirm accessible facilities, routes and event activities.
- ☐ Finalize your event safety and emergency procedures.
- ☐ Notify the OPP or other agencies where required.
- ☐ Arrange any required neighbourhood or community notifications.
- ☐ Other:

2 Weeks Before – *Double-check the details*

- ☐ Submit proof of insurance and any outstanding documentation to the Township.
- ☐ Confirm all required permits, licences and approvals have been received.
- ☐ Provide any final or updated site plans requested by the Township.
- ☐ Confirm vendor arrival, setup, loading and parking arrangements.
- ☐ Confirm event staff and volunteer assignments.
- ☐ Prepare staff and volunteer orientation information.
- ☐ Confirm signage and wayfinding.
- ☐ Confirm accessible parking, washrooms and pathways.
- ☐ Confirm first aid supplies and locations.
- ☐ Confirm garbage, recycling and sanitation arrangements.
- ☐ Review your emergency, severe weather and cancellation procedures.
- ☐ Other:

1 Week Before – *Almost there!*

- ☐ Confirm final details with vendors, contractors, performers, staff and volunteers.
- ☐ Confirm setup and teardown schedules.
- ☐ Prepare signage, maps, schedules, contact lists and volunteer materials.
- ☐ Share important event information and emergency procedures with staff and volunteers.
- ☐ Confirm emergency contact information and communication methods.
- ☐ Begin monitoring the weather forecast and identify any potential concerns.
- ☐ Confirm how attendees, vendors and volunteers will be notified if the event is delayed, changed or cancelled.
- ☐ Complete a final review of your event site plan and event-day schedule.
- ☐ Other:



**SOUTH
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Public Services Department

2490 Keeley Road, Box 100

Sydenham ON, K0H 2T0

613-376-3027

Parks and Recreation Services

recsupport@southfrontenac.net

Event Day – *It's go time!*

- ☐ Complete a site walk-through before opening to the public.
- ☐ Confirm emergency vehicle routes, entrances and exits are clear.
- ☐ Check tents, inflatables, electrical equipment and other temporary equipment.
- ☐ Confirm washrooms, garbage and recycling stations, first aid areas and accessible routes are ready.
- ☐ Brief staff and volunteers before the event begins.
- ☐ Ensure vendors and activities are operating within their approved locations.
- ☐ Continue monitoring weather and site conditions.
- ☐ Monitor parking, crowds, washrooms, waste and other operational needs throughout the event.
- ☐ Keep emergency and key event contact information readily available.
- ☐ Document and report any significant incidents, injuries or safety concerns.
- ☐ Other:

After the Event – *Wrap it up!*

- ☐ Remove all event equipment, signage, decorations and supplies within the approved rental period.
- ☐ Ensure vendors and contractors have removed their equipment and waste.
- ☐ Remove event-generated garbage and recycling.
- ☐ Complete a final site walk-through and return the property to its original condition.
- ☐ Report any damage, incidents or maintenance concerns to the Township.
- ☐ Complete any outstanding payments, reports or permit requirements.
- ☐ Thank your volunteers, vendors, sponsors and community partners.
- ☐ Record what worked well, what didn't and what you would change next time while the event is still fresh in your mind.
- ☐ Other:

Running notes:

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