



Lions Clubs International



EVENT CHECKLIST

Completion of this checklist, whilst being good practice also allows for events which are not listed as “acceptable” to be easily referred to the MD Insurance Broker.

Please scan as one file and email this to The District Insurance Officer.
Emma Gollogly emma@golo.ie Phone 00353 87 6591176

Please DO NOT POST.

Lions Club District 133

Lions Club President phone

Lions Club Secretary phone

Lions Club Health & Safety Officer phone

Event Contact Name

Club Address

.....EIRCODE/POSTCODE

Email Tel

Event Name Date of Event / /

Duration: From to (times/Days)

Address of Event

.....EIRCODE/POSTCODE

Describe the event.....
.....
.....

Details of any special risks or concerns you as a club have for this event.....
.....
.....

Anticipated no. of attendees

Are there ticket sales/pre entry? How many sold

No of people on the organizing committee

How many times have you held this event before?

Will Alcohol be served at the event

Do you have a health and safety Statement (attach copy)

(if no, you should do asap)

Will there be first Aiders in Attendance

NOTE: First Aiders All Lions First Aiders must be Disclosure and Barring Scheme checked before they can act as such. This is a requirement of the Protections of Freedom Act 2012.

Have you informed the Local Authority in writing about your Event

Have you informed the Gardai/PSNI in writing about your event

Have you informed Fire Brigade in writing about your event

Will the Order of Malta/Civil Defense/St Johns Ambulance be present for the event

Has a full risk assessment been completed?

What were the key risks noted?.....
.....

Is any equipment being borrowed or hired for the event? YES / NO

Is a quote required for the hired in items?

If Yes, please give full details If

YES, what is the total value of the items being hired €.....

What is the maximum value of any one item €.....

Money Cover is provided up to €5,000 at any one event, subject to two able bodied adults taking the cash to the bank together.

Do you require a higher limit for cash at the event and in transit to the bank? YES / NO

If YES, please give full details including limits required and number of adults carrying the cash.

.....
.....

Has your club been asked to sign any agreements for this event? YES / NO

If YES, please provide a copy of the agreement..

Do you require a Letter of indemnity for a Public Body or Land Owner, if yes please provide their name and address here.

.....

Signed

Club Office

Print Name

Date...../...../.....