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| **On the day of the Event** |  |  |
| Guideline | Person Responsible | Completed |
| Make sure the entrance is well lit for checking money and ID |  |  |
| At least 1 member of security on the door- Ensure they are SIA certified. 1 is adequate for 100 people and then a further 1 for each 50 people. Try and have a male and female security guard |  |  |
| A clear writstband system in use to differentiate over and under 18's. |  |  |
| Consider applying a 1 member, 1 guest policy if worried amount of non members attending |  |  |
| Place a car park disclaimer in the entrance accepting no responsibility to loss or damage of attendees cars or contents. |  |  |
| Check Bags for alcohol and/or drugs |  |  |
| Check ID thoroughly- Acceptable I.D includes Passport, Driving Licence, Birth certificate. |  |  |
| Ensure Security staff have signed the signing in sheet and documented their SIA number |  |  |
| Ensure there is a sign stating "No Re- Admission" |  |  |
| Visit the venue beforehand |  |  |
| Ensure all relevant signage has been securely fastened around the venue( See sign checklist for some helpful tips) |  |  |
| Ensure the area is secure and fencing is adequate |  |  |
| Liase with local emergency services if the event is going to be large. |  |  |
| Place clear signs behind the bar stating that you will not serve under 18's |  |  |
| Ensure bar staff have a copy of the wristbands being used for each age group. |  |  |
| No Smoking signs throughout the venue |  |  |
| A designated smoking area with signs |  |  |
| Ensure that there are enough toilets for the amount of people |  |  |
| If using portaloo ensure they are well lit and signposted |  |  |
| Ensure there is a disable toilet |  |  |
| A designated first aider with a well stocked first aid kit is essential. Provide a quiet area should it be needed. |  |  |
| Ensure there is adequate security fencing for the site, securing any potential hazards off from the public |  |  |
| Ensure the person collecting the money has plenty of change and has a secure place to keep the money. |  |  |
| Ensure there are adequate amounts of stewards in and around the event. |  |  |
| Monitor fire exits. |  |  |