



**Event Checklist - as used by FLS teams**

- Completed event enquiry form submitted and saved**
- Response sent within 7 days
- Event plan consultation completed within 30 days
- Draft permit pack, fee quotation, meeting request\* sent
- Event organiser provides detailed response within 14 days**

\*At meeting (phone, video or on site) between Event Organiser and FLS, discussion likely to include:

- Camping provisions
- Evacuation Procedure
- Events village/trade pitches, including licensing and plan
- Health & Safety
- Insurance Requirements
- Intended routes including start & finish points (specific form completed for MTB enduro events)
- Marshalling points and communications
- Medical provisions
- Overall Event Management Plan
- Promotions & notification (inc filming, photography, media)
- Route Branding Sites
- Reinstatement Schedule (heavily/less heavily used areas)
- Section 11 Closure Orders
- Special facilities involving FLS work
- Signage, marking, diversions
- Spectator Management
- Traffic/car parking management
- Vehicle uplift and/or access requirements
- Waste management, including toilet requirements

- Event organiser makes any necessary changes after meeting**
- Event organiser provides all necessary paperwork**
- Caveats removed & permit signed, approx 3 months pre-event
- Terms and conditions followed pre/post/during event**
- Monitoring undertaken (if part of random 5% of permits)
- Follow-up letter sent to event organiser
- Invoice issued
- Invoice paid by event organiser within 49 days**

**Covid-19 specific checklist**

**The event organiser must follow their sport's guidance (current at the time of the event) and show evidence of the following mitigations:**

Contact details for the event's Covid-19 officer	<input type="checkbox"/>
Communication with the local community, including local emergency and health services.	<input type="checkbox"/>
Plans to control and manage the number and physical distancing of people involved at each stage in the event.	<input type="checkbox"/>
Plan for communicating any short notice changes or cancellations.	<input type="checkbox"/>
Sanitisation, toilets, cleaning and reinstatement: plans for ensuring event footprint is left in the same state as on arrival, with no additional risk to any forest user caused by the event	<input type="checkbox"/>
Travel & accommodation: what plans/recommendations are in place for travel to the event, parking at the location and overnight stays?	<input type="checkbox"/>
Assurance that that all event advertising is factually correct and includes information about what facilities will be available for use, including parking, toilets, spectator areas, etc.	<input type="checkbox"/>
Eating/drinking, refreshments and their disposal: what guidance has been prepared for participants	<input type="checkbox"/>
First Aid/medical and Test & Protect	<input type="checkbox"/>