

Checklist: Event Planning - If you build it...

Review this list to make sure you receive the best possible evaluation outcome for your work. If you have question as your teacher.

	Did I remember to...	Did I Remember?
1	Consider safety at all times during design and am I able to speak to safety considerations when asked?	
2	Include a main stage and smaller satellite stages?	
3	Include panels for video screens?	
4	Include stands for seating along the sides of the general admission area?	
5	Include a VIP section closest to the stage with their own washrooms and food tents?	
6	Include general food and drink tents along with medical and security tents?	
7	Capture some screen shots “print screens” of different angles of the design?	
8	Present your design to your teacher indicating where your safety considerations and other important inclusions are located?	
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