

Safer Celebrations

A planning guide for event managers

7. Compile a file

7.1 Keeping documents and information

Has a filing system been established?

- Yes
- No

Who is responsible for maintaining the file?

Documents to be kept

Complete the following checklist to ensure that all records are included in the file.

- Event plan
- Details of committee members
- Stakeholder contacts
- Record of meetings
- Sponsorship letters
- Licenses/permits
- Applications for licenses/permits
- Inward correspondence (included faxes and email)
- Outward correspondence (included faxes and email)
- Emergency plan
- Media releases
- Event program
- Site plan
- Tickets
- Promotional material- posters, flyers, etc...
- Logos
- Contracts
- Accounts
- Employment records
- File notes of telephone conversations
- Quotes for services or products
- Press articles, TV, etc...