

GAA GROUND PRE-PLANNING CHECKLIST MATCHDAY

Pre-planning Checklist to be used in conjunction with Event management Plan template. This document has been pre-populated and must be updated to reflect the checklist specific to your own event and venue. Review the checklist and update to include additional checks specific to your event and venue and also to remove checks not relevant to your event and venue.

Venue:
Date of Event:
Fixture:
Home team Dressing Rooms:
Away team Dressing Rooms:
Referee & Linesmen:

Prompts

	Action Required	By	Due	Comments
Current Safety Statement / Safety Policy				
Life Systems in place and operational (tested) - Fire Alarm, PA, Emergency Lighting, Defibrillator				
Disability Access / Arrangements				
Signage requirements (Way finding, Emergency)				
Pre-event Maintenance requirements?				
Pre event walkthrough to be conducted? (Identify who is completing)				
Pitch Marking & Check to be completed?				
Arrangements for inclement weather or if pitch unplayable?				
Will Refreshments be provided – location?				
Cleaning system in place for refreshment provision location?				
Cleaning system in place for dressing rooms and other common areas?				
Planning any additional activities – risks managed?				
Stewards in place?				
Communication plan in place on the day of the event?				
Waiver in place to be signed by all participants?				
Waiver to be retained by designated person(s)				

Parking arrangements for teams/ officials				
General Parking arrangements				
Traffic Management plan in place for parking				
Incident report form in place and all incidents / near misses to be recorded and reported				
Others				