

# **APPLYING FOR EVENTS/ PROMOTIONS/CONCERTS?**

## **CHECKLIST**

- 1. Formal letter requesting to hold the event**
- 2. Security arrangement, notify the police by attaching a Police letter authenticating and clearing the venue rendering it suitable to hold an event, ensure police man power to be at the venue.**
- 3. Clearance from venue owners permitting the client to hold the event (a receipt acknowledging payment can be considered)**
- 4. Fire control strategy that is to say; fire extinguishers, fire safety blankets, fire exits**
- 5. Human traffic flow and control, that is to say entry and exit points, ring fencing of public access points, emergency assembly points**
- 6. First aid arrangement, ensure there are first aid facilities**
- 7. Places of convenience, toilets with clear demarcation of male and female usage convenient enough even for infants and people with disability.**
- 8. Waste management; provide for waste disposal management that is to say litter bins.**
- 9. Noise management, the noise levels should be kept at 60 decibels.**
- 10. Power utilization, provision for interior and exterior lighting**
- 11. Water availability and utilization; ensure that water availability and utilization is guaranteed.**
- 12. Food vending, ensure that there are licenced and certified food vendors for the duration of the event**
- 13. Apply for the event 14 working days before the event date.**