10-STEP CHECKLIST FOR AN AWESOME FESTIVAL OR SPECIAL EVENT

Set a date – keeping the season and other events in mind
Set a budget and decide on your cash flow strategy
Choose a site and hire tents, marquees or pavilions
Organise power supply – you may need to hire a generator
Choose a security team and do a thorough safety audit
Organise food and drink vendors and/or catering
Book a great line-up of acts/artists and stalls
Hire plenty of port-a-loos to avoid the queues!
Organise rubbish removal to leave the site as pristine as you found it

NOTE	ES



Check and re-check your

procedures, and have fun!