



Special Event Legal Exposures Checklist

Note that this list is not exhaustive, and the specific legal action items may vary depending on the location, type, and scale of the event. It is always advisable to consult with a legal professional to ensure that all legal requirements are met. Check off each item, sign it, and keep it in your records.

Event Name: _____ Date: _____

- Obtain all necessary permits and licenses for the event from the local government.
- Ensure that the event location is in compliance with all fire and safety codes.
- Obtain a Certificate of Insurance to cover liability for the event.
- Check that all vendors and contractors working at the event have the required insurance coverage.
- Create a clear contract outlining the responsibilities and obligations of all vendors and contractors.
- Ensure that all signage and advertisements comply with local and state laws.
- Review and comply with any local noise ordinances and regulations.
- Check that the event location has proper parking facilities and accessibility for attendees.
- Consider providing transportation or shuttle services to and from the event to reduce traffic and parking congestion.
- Plan for emergency medical services and have a first-aid station on-site.
- Make sure all food and beverage vendors comply with local health codes.
- Verify that all performers and entertainment have the necessary licenses and permits.
- Consider obtaining additional insurance coverage for high-risk activities, such as extreme sports or live animals.
- Provide proper security measures to ensure the safety of attendees, performers, and staff.
- Arrange for appropriate signage and barriers to direct attendees and maintain crowd control.
- Make sure all event staff and volunteers receive proper training on their roles and responsibilities.
- Plan for inclement weather and have a contingency plan in place.
- Check that all electrical equipment and wiring is up to code and safe.
- Provide accessible restrooms for attendees with disabilities.
- Make sure that all attendees are aware of event rules and regulations.
- Consider hiring a professional event planner or consultant to ensure all legal requirements are met.
- Obtain written permission from performers and vendors to use their images or trademarks for promotional purposes.
- Ensure that all event advertising is truthful and not misleading.
- Provide adequate insurance coverage for any rented or leased equipment.
- Check that all decorations and props are fire-retardant and safe.
- Create a plan for waste management and recycling.
- Review and comply with all labor laws regarding staff and volunteer compensation and hours.
- Have a plan in place for handling lost and found items.
- Check that all attendees are of legal drinking age if alcohol will be served.
- Consider hiring an attorney to review contracts and legal agreements to ensure compliance with all laws and regulations.

Name: _____ Phone: _____

Signature: _____ Date: _____