

Guidance on Completion of Event Checklist

If you are applying for funding for an outdoor event then we need to find out more about your plans and how you will make sure that people attending will be safe. To do this we ask the events organiser to complete and sign an **events checklist** which should be returned with your grant application form.

The following list gives examples of the kinds of events that will require a checklist to be submitted:

- Family fun days
- Marches, parades
- Community barbecues
- Fun runs, road races, cycle races
- Charity walks
- Festivals (music or otherwise)
- Concerts
- Shows and fetes
- Motor sports
- Fireworks displays

To help you fill out this form please refer to the organising events page on the City Council Website:

www.newcastle.gov.uk/core.nsf/a/organisingevents?opendocument

This page also includes a link to a step by step guide to event organisation. This will provide the information you need to fill in the events checklist. If you do not have access to the internet please contact the Grants Officer who will send you paper copies of the information you need.

It's also important to make sure that the **event organiser** signs and dates the form at the bottom when it's completed. If you would like a Word version of the form, please contact the Grants Officer or go to www.newcastle.gov.uk/wardcommitteefunding

We want to make sure that Ward Committee grant aid supports events that are safe and fun for all members of the community and appreciate your help in providing the information requested.