

Amateur Radio - Event Planning Checklist

Event Detail			
Event			
Date (s)			
Event Coordinator			
Event Purpose			
Modes			
Maidenhead:		WAB Square:	

Site Check			
Access OK	<input type="checkbox"/> Yes <input type="checkbox"/> No	Antenna access OK	<input type="checkbox"/> Yes <input type="checkbox"/> No
Under cover	<input type="checkbox"/> Yes <input type="checkbox"/> No	Safety checked	<input type="checkbox"/> Yes <input type="checkbox"/> No
Mains Power	<input type="checkbox"/> Yes <input type="checkbox"/> No	Visibility / Promotion	<input type="checkbox"/> Yes <input type="checkbox"/> No

Health & Safety			
Risk Assessment	Required <input type="checkbox"/>	In Place <input type="checkbox"/>	
First Aid	Required <input type="checkbox"/>	In Place <input type="checkbox"/>	
Public Liability Insurance	Required <input type="checkbox"/>	In Place <input type="checkbox"/>	

Pre-event Checks			
Site Check	<input type="checkbox"/>	Health & Safety	<input type="checkbox"/>
Permissions	<input type="checkbox"/>	Applied for SES callsign	<input type="checkbox"/>
Promotion (Web / Newsletter / Social Media)	<input type="checkbox"/>	Promotion (Local Press)	<input type="checkbox"/>
Promotion (RSGB RadCom / GB2RS)	<input type="checkbox"/>	Posters / Signs	<input type="checkbox"/>
Leaflets / Business Cards	<input type="checkbox"/>	Equipment Checklist	<input type="checkbox"/>
Logging & QSL policy agreed	<input type="checkbox"/>	Operator / Logger List	<input type="checkbox"/>

On The Day			
Antennas tested	<input type="checkbox"/>	Operators trained on equipment	<input type="checkbox"/>
Signage & leaflets in place	<input type="checkbox"/>	Looking good to the public?	<input type="checkbox"/>
Announce presence on Social Media	<input type="checkbox"/>	Take photos	<input type="checkbox"/>

Event Follow-up			
Thanked Team?	<input type="checkbox"/>	Thanked Venue?	<input type="checkbox"/>
Informed Local Press?	<input type="checkbox"/>	RadCom / PW / Southgate	<input type="checkbox"/>
Website/newsletter write-up	<input type="checkbox"/>	Event post-mortem	<input type="checkbox"/>