



PRE-EVENT CHECKLIST / PLANNING DOCUMENT

Organizing Party

- _____ Who is the primary event organizer (name, ACA number, address, and phone number)?
- _____ List names and contact information for co-organizers.
 - Who is in charge of first aid and emergency response? (List his/her qualifications.)
 - Who is in charge of event safety overall?
- _____ How many event staff will assist during set-up, during the event, and during cleanup? (Give an approximate number of event staff, including volunteers, and the ratio of staff to participants).
- _____ Schedule a pre-event participants meeting. List time, location and person in charge.
- _____ Include any other personnel information.

Event Site

- _____ Prepare a detailed description and/or map of the event site.
 - Show first aid stations and emergency access points.
 - Show water access areas, parking, camping and other pertinent areas.
 - Identify known and potential hazards.
- _____ List the names, addresses, and phone numbers of any private owners or public agencies that have given permission for the use of their property during the activity.
- _____ Record the date, description, contact person and phone number for each permit obtained. List the names of vendors, types of goods (food, accessories, souvenirs, etc.), and any signed contracts.
- _____ Include any other site considerations.

Insurance

- _____ ACA event sanctioning was applied for on: _____.
- _____ Names of third-party additional insureds: _____
- _____ Certificate of insurance was received on: _____.
- _____ Copies of certificate were forwarded to: _____
- _____ If the activity includes automobile transportation, are the drivers properly licensed and insured?
- _____ List other insurance details or coverage.

Event Details

- _____ How many participants do you expect? How many spectators?
- _____ When and where will the event take place, including foul weather alternatives?
- _____ Record the average weather and water conditions for this time of year.
- _____ Prepare a safety plan including:
 - Safety boats - quantity, private or law enforcement, placement, and ratio to participant boats.
 - Safety equipment - throw ropes, safety rings, flares, spare paddles, etc.
 - Communication - land phones, cell phones, two way radios, PA system, etc.
 - Method for maintaining an accurate count of people on the water.
 - Method for evaluating water and weather conditions to make the "go/no go" decision.
- _____ Prepare an emergency plan including participant and spectator evacuation, and detailed record keeping with an incident report form.
- _____ Copy ACA waivers for signature by all participants (required for insurance through ACA).
- _____ Copy event rules and make them available for distribution.
- _____ List other considerations or conditions that may affect the event.
- _____ List procedures for cleaning up after event.