



Club: _____
Event Title/Name: _____
Location: _____
Event Date: _____
Arena Surface: _____

Planning Checklist

The setup of this event is to be done by: _____

The dismantling and clean-up of the event is to be done by: _____

Catering is available and will be run by: _____

Are all Committee members aware of the responsibility in running this event? _____

Is there Emergency Response Plans in case of any emergency? _____

Are the Committee all aware of these plans? _____

Who is responsible for making sure that all spectators, exhibitors, strappers, show team etc are aware for the Emergency Response Plans? _____

How will this be done? _____

Will safety checks on all equipment to be used checked prior to commencement of event? _____

Are the operators of any equipment to be used qualified to use this equipment? _____

Are there adequate amenities in place for spectators & competitors? _____

Are there designated areas for?	Yes	No
➤ Competition (including warm up areas)		
➤ Spectators (separate from horses & vehicles)		
➤ Competitor Parking (floats, trucks, etc)		
➤ Public parking (guest & spectator vehicles, etc)		
➤ Horses (yards, stables, laneways, etc)		
➤ First Aid (competitors/general public/access by emergency vehicles & services)		
ADDITIONAL NOTES:		

Inspection of Competition/Activity Areas (including warm up areas)	Yes	No
➤ Are each of these areas free of hazards and obstacles? (Rocks, Sticks, overhanging branches, rubbish...)		
➤ Are the surfaces safe and appropriately prepared for their intended use? (Slippery, too wet, too dry, dust, level, ploughed, suitable depth...)		
➤ Are the fences and gates appropriate for the activities? (Keeping livestock in, spectators out, numbers of competitors...)		
➤ Is there signage identifying each of these areas and their intended use? (Competitors Only, No Dogs, Warm-Up Arena, Marshalling Yard...)		
➤ Is there appropriate signage at all access points to competition areas? (No Entry Competitors Only...)		
ADDITIONAL NOTES:		

Inspection of Spectator Areas (separated from horses & vehicles)	Yes	No
➤ Are each of these areas, including roads & tracks, free of hazards and obstacles? (Rocks, Sticks, overhanging branches, rubbish, uneven surfaces...)		
➤ Seating & grand-stands are properly erected and separate from livestock & obstacles? (Check access to seating areas, that access to under grandstands is restricted...)		
➤ Access to food areas, toilets & public parking is free of hazards & obstacles? (Check for varied weather conditions, night lighting, trip hazards...)		
➤ Are fences or barriers properly erected?(Check for nails, broken rails, rail heights...)		
➤ Is there signage identifying each of these areas and their intended use? (Spectators Only, No Horses, No Vehicles...)		
ADDITIONAL NOTES:		

Inspection of Parking Areas	Yes	No
➤ Are competitor and spectator parking areas separated?		
➤ Are loading and unloading areas for livestock separated from the general public?		
➤ Is supervision of parking areas required?		
➤ Has traffic flow and pedestrian flow been addressed?		
➤ Is there signage identifying each of these areas and their intended use? (Competitors Only, <input type="checkbox"/> Public Parking, Floats and Trucks <input type="checkbox"/> ...)		
ADDITIONAL NOTES:		

Inspection of Livestock Yards & Stable Areas	Yes	No
➤ Are fences and rails secured properly? (Safe, appropriate height, no hazards...)		
➤ Is adequate water available?		
➤ Do the gates and latches work properly?		
➤ Can escaping livestock be contained effectively? (Perimeter fencing, gates closed, emergency procedures...)		
➤ Is there signage identifying each of these areas and their intended use?(No Entry Competitors Only...)		
ADDITIONAL NOTES:		

General	Yes	No
➤ Can Officials be identified clearly?		
➤ Is there a designated and signed "Assembly Area" in the event of an emergency?		
➤ Is there a plan for the treatment or removal of injured stock?		
➤ Is there a map of the facility identifying each of the designated areas?		
ADDITIONAL NOTES:		

This form has been completed by: _____ Date Completed: _____
 On behalf of the Committee of the: _____, an affiliate of _____

Return this form with your SHOW APPROVAL forms, program and fees to the AAA Ltd on info@appaloosa.org.au or mail to PO BOX 8251 East Orange NSW 2800