INSURANCE CANOPY

Event & Venue Information

Event Name: _____ Date(s): _____

Event Time: _____ to _____ Setup/Teardown: _____ / _____

Estimated Guests: _____ Alcohol Served? ☐ Yes ☐ No

Venue Name: _____ Venue Location: _____

Venue Phone #: _____ Venue Contact (name/email): _____

Event Risk Management Checklist

Tip: Keep this checklist with other key documents, like contracts, permits, and your COI.

Insurance + Proof	Yes	No	Notes
Gather venue insurance requirements (limits, dates, wording, deadlines)	☐	☐	
Purchase event host insurance that matches venue requirements	☐	☐	
Add the venue as an Additional Insured	☐	☐	
Obtain required endorsements and waivers	☐	☐	
Download the COI and double-check venue name/address and dates	☐	☐	
Send the COI to the venue (deadline: _____)	☐	☐	

Venue Rules	Yes	No	Notes
Confirm guest count and capacity limits	☐	☐	
Review banned items and swap for alternatives (confetti, tape, tent stakes, etc.)	☐	☐	
Confirm vendor rules (approved list or required documentation)	☐	☐	
Confirm parking plan (approved lots, drop-off zone, overflow options)	☐	☐	
Submit required permits/site maps and save confirmations	☐	☐	
Confirm setup/teardown windows and share schedule with vendors	☐	☐	
Venue Layout + Crowds	**Yes**	**No**	**Notes**
Walk guest route (parking→entry→main areas→restrooms) and clear obstacles	☐	☐	
Keep exits and main walkways clear (no tables, décor, or lines blocking doors)	☐	☐	
Add signs for restrooms, parking, and key event areas	☐	☐	
Tape down cords/secure rugs and fix obvious trip hazards	☐	☐	
Check floors/paths for slippery spots and place mats or warnings	☐	☐	
Check lighting for stairs, paths, and parking areas	☐	☐	
Assign a helper for parking or guest flow (if needed)	☐	☐	

Weather Check	Yes	No	Notes
Check the forecast 3–5 days out and again 24 hours before	☐	☐	
Set Plan B location and confirm access (covered area/backup indoor space)	☐	☐	
Secure outdoor items (anchor signage and tents, cover/move equipment, rentals)	☐	☐	
Prep supplies (mats/towels, extra lighting, water, fans, heaters)	☐	☐	
Alcohol Service (if serving)	**Yes**	**No**	**Notes**
Confirm who's serving the alcohol (ex: hire a licensed and insured bartender)	☐	☐	
Double-check that you have the right liquor liability coverage on your COI	☐	☐	
Assign who can stop service and handle issues	☐	☐	
Plan food and water during alcohol service	☐	☐	
Plan safe rides home (DDs, rideshare, pickup spots)	☐	☐	
Vendors + Activities	**Yes**	**No**	**Notes**
Confirm vendor arrival/setup/breakdown times	☐	☐	
Confirm power needs and tape down/cable-manage cords	☐	☐	
Collect copies of vendor licenses, permits, and proof of insurance	☐	☐	
Confirm all food vendors can meet food safety requirements (proper labeling, nearby hand washing stations, etc.)	☐	☐	

Incident Response	Yes	No	Notes
Locate first aid kit, fire extinguisher, and nearest urgent care/ER	☐	☐	
Assign roles: who calls 911, who guides guests, who contacts venue/vendors	☐	☐	
Choose an emergency meeting spot or shelter location	☐	☐	
Prepare an incident log (time, what happened, witnesses, photos)	☐	☐	

Use this section for event-specific checklist items, next steps, or notes.

Further Steps or Planning Notes

Ready, set, host! You've completed your Event Host Risk Management checklist. If plans change or you have questions about your coverage, Insurance Canopy helps you keep the party going.