



City of Nitro  
 PO Box 308  
 Nitro, WV 25143  
 304.755.0705

**Event Safety Checklist**

*The following checklist provides guidance on safety issues that you may encounter during your event. This is a tool designed to create conversations among event organizers around risks and ways to mitigate or eliminate them.*

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_  
 Event Location: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_  
 Event Organizer: \_\_\_\_\_ On-site Contact: \_\_\_\_\_  
 Venue Contact: \_\_\_\_\_ On-site Contact: \_\_\_\_\_

**Planning (Venue)**

Have the following been conducted or discussed with City Officials?

<input type="checkbox"/> Initial meeting conducted	<input type="checkbox"/> Police Dept. Assistance
<input type="checkbox"/> Venues rules/requirements	<input type="checkbox"/> Public Works Employees
<input type="checkbox"/> Site walk-through conducted	<input type="checkbox"/> Site map

**Risk Management**

Have the following items been presented to City Officials?

<input type="checkbox"/> Supplemental insurance	<input type="checkbox"/> Alcohol permits (if applicable)
<input type="checkbox"/> Participants liability waivers	<input type="checkbox"/> Health Dept permits (if applicable)
<input type="checkbox"/> Contract/indemnification	<input type="checkbox"/> Proof of ADA accessible portable restrooms

**Communications**

Has the following information been conveyed to City Officials?

<input type="checkbox"/> Logistics (time,place,etc.)	<input type="checkbox"/> Set up/Tear down times
<input type="checkbox"/> Police Dept.	<input type="checkbox"/> Road Closures
<input type="checkbox"/> Firemen/EMT's	<input type="checkbox"/> Post event cleanup plan
<input type="checkbox"/> Public Works Employees	<input type="checkbox"/> Other/explain:

\_\_\_\_\_  
 Joe Stevens, Executive Director Fairs & Festivals

\_\_\_\_\_  
 Jim Caudill, Parks & Rec Director

\_\_\_\_\_  
 AJ Hill, Nitro Public Works Director

\_\_\_\_\_  
 Kim Reed, City Planner

\_\_\_\_\_  
 Bobby Eggleton, Nitro Police Chief

\_\_\_\_\_  
 Jonathan Atkins, Nitro Fire Department

\_\_\_\_\_  
 Dave Casebolt, Mayor