**Pre-Open Checklist**

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| --- | --- | --- | --- | --- |
| Event name |  | | | |
| Hall/location |  | | | |
| Dates | From: |  | To: |  |

|  |  |
| --- | --- |
| **Documents to be obtained by the organiser prior to event opening:** | |
| Shell scheme sign off |  |
| On-site hoist & fix/third party rigging sign-off |  |
| Space only, non-complex visual inspection sign-off by structural engineer |  |
| Complex structure sign off by structural engineer and stand approval contractor |  |
| Electrical sign-off |  |
| Full list of any items of special risk and associated documentation |  |
| Updated health and safety risk assessment to include for all items of special risk |  |
| Updated floor plan highlighting stands that are a fire risk |  |
| Updated fire risk assessment to account for all additional fire loading in hall |  |

**NB** Any proposed changes to the agreed floor layout must be notified to the venue immediately.

***The venue may ask for copies of all documentation for audit purposes; please attach copies of each to this form.***