Site Plan Checklist

Use the checklist below as an example to determine what must be shown on your Event Site Map.

**This template is to be used as a guide, all points may not be applicable to your event.**

**This is just a starting point.**

**You can change, add or remove rows and sections as required.**

**Delete this text box to get started.**

|  |  |  |
| --- | --- | --- |
| **POINT OF INTEREST** | **ADDED TO SITE MAP** **(YES/NO)** | **NOTES** |
| Entry/Exit Points |  |  |
| Accessible Access & Facilities |  |  |
| Food & Beverage Outlets |  |  |
| Drinking Water |  |  |
| Toilets |  |  |
| First Aid |  |  |
| Entertainment Sites |  |  |
| Information Booths |  |  |
| Rubbish Bins |  |  |
| Available Parking |  |  |
| Taxi & Bus routes |  |  |
| Emergency Access Route |  |  |