

Checklist for Soap Box Derby Organizers

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| Yes | No | 1. Have you applied for and obtained the necessary permits? |
| Yes | No | 2. Do you have the proper insurance? |
| Yes | No | 3. If there is going to be alcohol, do you have a license and insurance for it? |
| Yes | No | 4. Are the other parties involved insured? |
| Yes | No | 5. Do any contracts clearly outline the responsibilities of all parties? |
| Yes | No | 6. Prior to signing, has the contract been reviewed by your risk manager and lawyer? |
| Yes | No | 7. Have you put together a rulebook for the contestants and provided them with it prior to the race? |
| Yes | No | 8. Have you made the races age appropriate? |
| Yes | No | 9. Are you enforcing that proper safety gear be worn? |
| Yes | No | 10. Do you have an inspector to check the soapbox cars before the race? |
| Yes | No | 11. Do the inspectors have proper training? |
| Yes | No | 12. Are there water and food stations and do they meet the safety criteria? |
| Yes | No | 13. Does all the food have allergy warnings? |
| Yes | No | 14. Have you given the public lots of notice of the street fair and when the roads will be closed (signs, news programs and radio shows)? |
| Yes | No | 15. Do you have signs and police directing traffic? |
| Yes | No | 16. Are the streets cleared of dangers i.e. potholes, sticks etc.? |
| Yes | No | 17. Have you made sure the roads are barricaded properly? |
| Yes | No | 18. If there are more people than expected have you made sure there are more police and volunteers to make sure everything goes smoothly? |
| Yes | No | 19. Do you have an emergency medical station for any injuries that may occur? |
| Yes | No | 20. Have you created contingency plans for emergency situations (e.g. out of control crowd, fire, power failure, poor weather, etc.)? |
| Yes | No | 21. Have you implemented crowd control and other security measures? |

- Yes No 22. Do you have security guards in place to patrol the event?
- Yes No 23. Do staff and volunteers have ID badges for quick identification?
- Yes No 24. Have you created a policy to allow the removal of patrons that may cause harm to others?
- Yes No 25. Have you screened and hired appropriate staff and volunteers?
- Yes No 26. Have you trained employees and volunteers appropriately?
- Yes No 27. Have you kept a detailed record of the shifts and locations that employees/volunteers are responsible for?
- Yes No 28. Have you created plans for weather changes? You must make sure it is safe for all contestants.
- Yes No 29. Have you created a site map that identifies all exits and entrances, first aid stations, temporary structures, barricades/pylons/fencing, portable washrooms, emergency vehicle access, food/merchandise vendors, etc.?
- Yes No 30. Have you put a plan in place to prevent theft?
- Yes No 31. Do you have zones marked for spectators?
- Yes No 32. Have you put signs up stating that an adult should accompany children under a certain age?
- Yes No 33. Have you placed signage indicating:
i. Where the closest first aid station is located?
ii. Where the closest emergency exits are located?
iii. Where the closest security office is located?
- Yes No 34. Consider having representatives from St. John's Ambulance in attendance.
- Yes No 35. Will emergency vehicles be able to access the site quickly?
- Yes No 36. Have you put out garbage cans and put together a plan to keep things sanitary and keep the streets free of garbage?
- Yes No 37. If animals are allowed have you set rules, put up signs and have volunteers and staff enforcing the rules?
- Yes No 38. Do you have a plan for the safety of the temporary equipment (tents, tables etc.)?
- Yes No 39. Do you have a plan for rented/hired equipment so that it doesn't get damaged?
- Yes No 40. Have you implemented a program for helping lost children find their parents/guardians?
- Yes No 41. Have you followed the 'Developing a Policy and Procedure for Volunteers' at your event?
- Yes No 42. Is parking within walking distance? If not, will you provided a shuttle service?

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