

Preparing for event checklist

Prepare to succeed at your event

We know events can be stressful, but here is a handy check list to help relieve those game-day stresses, helping you stay on top of what you need to do before and after your event!



Scan the QR code or visit ncass.org.uk/safetymanagementsystem for additional resources.

1. Pre-event

Team booked	
Van stock list created	
Deliveries received	
Personal bag packed	
Pre-load van	
Pre-fill water tank	

2. Depart for event

Chill Van Freezer	
Luggage from car to van	
Hitch up trailer	
Load van	
DEPART	

3. event setup checklist

EXTERIOR

Security: hitch & clamp

Connect water tank

Fill water tank

Waste water tanks in place

Signs open

Connect electrics & lay cables (Neatly & Safely)

Connect Van to electrics (Refrigerated Vans)

Switch on RCD/Electric main switches

Switch on freezers & fridges

INTERNAL

Till change to unit safe

Check/Clean unit internally before putting things out

Equipment setup

Cups, bowls, lids, straws stocked

Chilled stock loaded into outlet freezer

Stock fridge: apple, orange juice, bottled water

Write prices on menus & check EPOS prices

Condiments ready to go out: sugar, stirrers (Not out overnight)

Trailer externally clean (Bar and front wiped down)

Trailer & van locked

4. Start of day checklist

Check water tank tap open & pump switched on	
Switch on all equipment: (The water boiler & coffee machine takes the longest)	
Stock till with float cash	
Fill milk fridge	
Condiment station setup	
Test hot water tap	
OPEN	
Final Trading Day morning: Hitch lock, clamp removed and stored away	

5. End of day checklist (when trading the next day)

SOFT CLOSE	
Run down last food & drinks (Advise customers of last options only)	
Fridge stocked with drinks	
Freezer stocked with fruit	
Serving counter cleaned outside	
Water tanks filled	
Blender jugs washed (Wind-down smoothies)	
Coffee machine cleaning cycle	
CLOSE	
Condiment station cleaned, sugar etc removed and put away	
Lock serving hatch	
End hatch locked (Older outlet)	
Cash up till & PDQ	
Submit sales to event (Where needed)	

5. End of day checklist (when trading the next day)

Day bag sealed & in safe	
Milk jug emptied and cleaned	
Waste water emptied	
Bins emptied	
Follow full cleaning check list	
Doors locked (3 locks old unit / 2 on new)	

6. End of event checklist

SOFT CLOSE

Run down cartons so there's only one of each open left (milk, juice etc)	
Clean blenders	
Remove fruit from freezers to van freezer	
Switch off & defrost freezers (Use hot water in drawers)	
Clean freezer drawers	
Coffee beans removed and stored in correct box (Decaf/regular)	
Coffee machine cleaning cycle start (30 mins)	
Ensure all paperwork is complete (Temperature/cleaning logs)	

HARD CLOSE

Dispose of ALL cartons that have been opened (Milk, juice etc)	
Condiment station cleaned and re-stocked (for next event!)	
Chocolate powder removed and stored in box	
FOLLOW & COMPLETE FULL CLEANING GUIDE	
Serving hatch locked	

6. End of event checklist

Cash up till & PDQ	
Submit sales to event (Where needed)	
Switch off water supply to water boiler and drain	
EXTERNAL	
Waste water tanks emptied & stored	
Bins emptied	
Disconnect & put away external water pipes	
Empty fresh water tanks (Be mindful of other traders nearby)	
Generator switched off if using	
Electrics unplugged and cables stored away	
External boards closed & locked	
Door locked	

7. Store away checklist

Empty frozen stock from van to storage freezer	
Van freezer MUST BE secured open – not closed	
Park & secure trailer & van	
Check locks	
Laundry to car	
Luggage to car	

8. Post event

Cash-up & submissions to organiser (Where needed)	
Submit/claim back vouchers (if applicable)	
File Z reads and paperwork	
Staff hours recorded in Payroll log	
New starters forms sent to payroll	
Banking – deposits & till change replenish	
Pay commission (If applicable)	



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