



EVENT CHECKLIST

NAME OF EVENT \_\_\_\_\_ DATE \_\_\_\_\_

LOCATION \_\_\_\_\_ BODY OF WATER \_\_\_\_\_

SITE INFORMATION

Site Contact \_\_\_\_\_ Phone # \_\_\_\_\_ E-Mail \_\_\_\_\_

Host Hotel \_\_\_\_\_ Phone Number \_\_\_\_\_ Rate \_\_\_\_\_

Other Hotel \_\_\_\_\_ Phone Number \_\_\_\_\_ Rate \_\_\_\_\_

Other Hotel \_\_\_\_\_ Phone Number \_\_\_\_\_ Rate \_\_\_\_\_

Camping \_\_\_\_\_ Phone Number \_\_\_\_\_ Rate \_\_\_\_\_

Directions to Site \_\_\_\_\_

\_\_\_\_\_

Local Hospital \_\_\_\_\_ Phone \_\_\_\_\_

Ambulance Company \_\_\_\_\_ Contact \_\_\_\_\_ Phone \_\_\_\_\_

Rate \$ \_\_\_\_\_ Contract Sent  Contract Signed

PERMITS

Water Use Contact \_\_\_\_\_ Phone \_\_\_\_\_

Land Use Contact \_\_\_\_\_ Phone \_\_\_\_\_

Coast Guard Contact \_\_\_\_\_ Phone \_\_\_\_\_

Facility/Park Contact \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Contact \_\_\_\_\_ Phone \_\_\_\_\_

Received Permits Back? DNR  Coast Guard  Facility  Other

ADDITIONAL INSURED

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STAFF LODGING

Hotel \_\_\_\_\_ Rate \_\_\_\_\_

Contact \_\_\_\_\_

Phone \_\_\_\_\_

Rooms Booked Thursday \_\_\_\_\_

Rooms Booked Friday \_\_\_\_\_

Rooms Booked Saturday \_\_\_\_\_

Rooms Booked Saturday \_\_\_\_\_

Rooming List Done

APBA

Sanction Application Done

Insurance Application Done

Press Release for Website Done

Race Supplies Received

Insurance Certificate Received