

FESTIVAL GUIDELINES CHECKLIST

- *Supervision*

- There is a designated Festival Chairperson (overseen by staff person at parish/school)
- There is a designated Supervisor for each operational area of festival (overseen by festival chairperson)

- *Vendors*

- Vendor contracts/agreements have been reviewed & signed by Parish/School staff
- Vendor Hold Harmless/Indemnity Agreement* has been obtained by vendor (i.e. ride, game, food, security vendors, etc.)
- Certificates of Insurance have been obtained from vendor with the Parish/School, the Archdiocese of Cincinnati, and the Archbishop of Cincinnati named as additional insureds, as set forth in the guidelines above.

- *Volunteers*

- Are 18 years of age or older OR supervised by adult with parent permission
- Have been selected and matched to tasks according to training and/or skills
- Have a clear understanding of duties and risks associated with the assigned task
- Have been provided with personal protective equipment, if needed

- *Premises Safety*

- Electrical cords and hoses have been rerouted, taped down, and/or covered
- Adequate lighting has been provided
- Tent stakes and ropes have been secured
- Alternate plans are in place for inclement weather
- Emergency response procedures/evacuation plans have been developed
- Adequate number of trained security personnel has been hired

- *Parking*

- Valet parking will not be allowed
- There is adequate lighting in parking lots
- Adequate space for pedestrian traffic has been provided through parking lots
- Adequate space will be made available for emergency vehicles

- *Medical Services*

- There is a First Aid station and supplies available
- An Automated External Defibrillator (AED) will be readily accessible
- Hand washing stations are provided

- *Food*

- Appropriate food temperatures will be maintained
- Employees and volunteers have been informed of food-borne

- *Alcohol*
 - ___ Meet all State liquor licensing requirements
 - ___ Identification checkpoints are in place
 - ___ Colored bracelets will be provided for legal age individuals wishing to consume alcohol
 - ___ Alternate transportation will be provided for intoxicated patrons

- *Money/Cash Handling*
 - ___ Tamper-proof bags will be utilized.
 - ___ Cash will be regularly collected from booths, alternating times and routes
 - ___ Three or more individuals will be involved in collecting cash
 - ___ Money will be counted by two or more people
 - ___ Cash will be kept in a locked safe and guarded by security

- *Activities/Equipment*
 - ___ Festival activities **will not** include any of the following:
 - Animal Racing
 - Archery/Firearms
 - ATV rides/speed contests
 - Bull Riding Machines
 - Bungee Jumps
 - Demolition Derby
 - Firearms
 - Helicopter rides
 - Hot air/tethered balloons
 - Inflatable Attractions
 - Paint Ball
 - Rock Climbing Walls
 - Trampolines
 - Zip Lining

- *Claim Procedure*
 - ___ Accident Report forms on hand
 - ___ Staff is aware of claim reporting procedures