

Christmas Event Planning Checklist

Use this checklist to guide your planning and ensure your Christmas events are safe, welcoming, and well organised.



Church Name: _____ Event Date: _____

Event Lead: _____

1. Purpose and overview

- Clear purpose for the event
- Intended audience identified
- Event size suitable for volunteers, building and resources

2. Building, safety and logistics

- Fire Risk Assessment checked
- Heating and equipment working
- Entrances and fire exits clear
- Outside areas safe (lighting, gritting if needed)
- Accessibility checked
- First-aid kit stocked; first aider named
- Emergency and evacuation plan ready
- Parking and arrival plans in place

3. Hospitality and welcome

- Refreshments planned safely
- Volunteers briefed for welcome/stewarding
- Signage prepared
- Event details shared with congregation and community

4. Safeguarding and security

- Safeguarding policy up to date
- Volunteers appropriately trained and checked
- Consent for photography/recording collected
- Secure arrangements for belongings and donations
- Clear process for reporting concerns

5. Specific risk areas

- Candles and open flames
- Stage, lighting and cables
- Live animals (if applicable!)
- Manual handling and volunteer tasks

6. Communication

- Event advertised clearly
- Volunteers informed of roles and safety guidance
- Arrangements for attendees with additional needs confirmed

7. After the event

- Volunteer debrief completed
- Any incidents recorded
- Documents filed for next year
- Notes made for future improvements

