

Festival checklist

A festival is a thousand tasks that have to be done at the right moment. This checklist lines them up, by phase, so you forget nothing. Print it out and tick off, or use it as a starting point for your own planning.

IDEA & FOUNDATION (12+ MONTHS AHEAD)

- ☐ Concept and goal of the festival clear
- ☐ Date and a few venue options
- ☐ Core team and division of roles
- ☐ First rough budget
- ☐ Scale and expected visitor numbers
- ☐ Working name and brand

PERMIT & SAFETY (START 6 TO 8 MONTHS AHEAD)

- ☐ Preliminary consultation with the municipality
- ☐ Apply for the event permit (well over 8 weeks ahead)
- ☐ Safety plan (from 150 simultaneous visitors)
- ☐ Site map with emergency routes
- ☐ Mobility plan and communication plan
- ☐ First aid according to the Veldnorm Evenementenzorg (Dutch event medical care standard)
- ☐ Security through a WPBR-licensed firm (Dutch private security law, ND number)
- ☐ Liability insurance

PROGRAMME & PARTNERS

- ☐ Book the line-up (fees and riders)
- ☐ Contract suppliers (stage, sound, sanitation, power)
- ☐ Choose a ticketing partner
- ☐ Approach sponsors and funds

MARKETING & SALES

- ☐ Festival site live
- ☐ Socials and content calendar
- ☐ Open ticket sales
- ☐ Plan line-up drops

- ☐ Set up a newsletter

CREW & LOGISTICS

- ☐ Recruit volunteers
- ☐ Make the schedule and check for gaps
- ☐ Brief the teams
- ☐ Load-in and load-out slots
- ☐ Catering and hospitality

THE DAY ITSELF

- ☐ Run sheet final (minute by minute)
- ☐ NOW marker or a clock that keeps pace
- ☐ Incident log ready
- ☐ Care contact log (first aid)
- ☐ Briefings handed out

AFTERWARDS

- ☐ Tear-down and return logistics
- ☐ Final settlement and VAT
- ☐ Visitor survey
- ☐ Evaluation per module
- ☐ Archive for next year