

Supervision Special Event Checklist

Event: _____ Date: _____

Supervisor: _____

Crew: _____

Crew On Scene Time: _____

Supervisor Checklist:

- Crew on time (15 Min before call time)
If not, research and state reason: _____
- Crew in proper attire.
- Crew has checked in with event staff to receive instruction on or before call time.
- Crew has communication process with event in place.
- Crew has tested phone and radio from location.
- Crew has a copy of Special Event rules and Supervisor has gone over it with crew.
- Crew understands process to activate 911 and location of closest hospital.
- Crew understands that in most cases, they will not transport. Ambulance attached to 911 call will.
- Crew has been instructed and has initiated the **Location Form** for loaned equipment if applicable.
- Crew advised that after Supervisor leaves, they can contact Supervision or Mike Henderson at (818) 822-0960 with any questions or concerns.
- Crew understands they are not to leave event without client authorization documented on **Location Form**.

This form shall be completed and submitted to Mike Henderson by the end of business day or as soon as possible on the date listed above. Photos or scans by email are preferred.