



Event & Safety Briefing Form

Event Name:			
Host Club:		Location	
Date:	Start Time:	Finish Time	
Chief Commissaire:		Mobile	

Main Points Covered	X / ✓	Notes
Roll Call		
Event Induction		
Potential Hazards		
Specific Event Requirements		
Equipment / Radio Checks		
Emergency Procedure & Contact List		
Reporting Incident Procedure		

Additional topics Discussed	X / ✓	Notes

Attendance Details

#	Name	Role	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Additional Comments