



Mansfield Independent School District SPECIAL EVENT PLANNING CHECKLIST

Event Name: _____ Event Date(s): _____

Event Location: _____ Event Organizer: _____

Primary Event Contact: _____

The following checklist provides guidance for planning events within MISD. This is a tool, not a list of mandatory guidelines. The intent of this checklist is to create conversations among event organizers to help ensure that your event runs smoothly.

Event Coordination	Yes	No	N/A	Comments
Business Office – (817) 299-9060				
Have the vendor(s) been approved by MISD? MISD Awarded Vendors List				*Not a requirement for PTAs
Have the contract(s) been signed by a MISD employee with signing authority?				*Not a requirement for PTAs
Does the MISD vendor have a vendor badge? Contact purchasing at misd purchasing@misdmail.org for questions about vendor badged employees.				* Anyone working an MISD event MUST have a background check; this also applies to vendors hired by PTAs and Boosters (contact purchasing with questions)
Communications – (817) 299-6345				
Is there a need for a larger broadcasting of advertising for this event that is beyond the capabilities of the campus?				
Is there a media coverage request for this event?				
Facilities – (817) 299-4340				
Has the event been entered into Facilitron? a) Enter HVAC requests (on ly as needed). b) Enter requests for doors to be unlocked (only as needed).				*All after-hours events, regardless of the event or which entity is hosting, MUST be entered into Facilitron
Has Maintenance & Facilities been notified? a) Custodial Services b) Grounds (for events taking place outside) *Bounce houses must be secured using sandbags. Call MISD Maintenance at 817-299-4340 for issues with this request.				
Risk Management – (817) 299-6330				
Did you receive a Certificate of Insurance (COI) from the vendor(s), naming MISD as an additional insured?				*Any organization providing a contracted services on MISD property MUST submit a COI naming MISD as a certificate holder AND additional insured. This also applies to PTAs and Boosters.
Did you obtain current health inspections for food trucks? Tarrant County Website .				
Did you review the state website for ride inspections?				
Are city permits required? (i.e. use of city roadways).				
Safety & Security – (817) 299-1960				
Has a safety team been established for this event?				
Does the event team have a means to communicate during the event (cellphone, radios, etc.)?				
Is a command center needed for the event?				
Is there a contingency plan for outdoor events in the event of severe weather?				
Is there a plan to manage a large crowd?				
Is an officer needed for this event?				
Technology – (817) 299-1980				
Does this event require support from the Technology Department? Visit the technology intranet page here for the event support process.				