



a world class African city



City of Johannesburg  
Department

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**CITY OF JOHANNESBURG  
EMERGENCY MANAGEMENT SERVICES  
EVENTS SECTION**

**PLAN CHECKLIST**

Name of the event: \_\_\_\_\_  
Event Venue: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Contact Number: \_\_\_\_\_

Event Date: \_\_\_\_\_  
Submission Date: \_\_\_\_\_  
Company: \_\_\_\_\_

ITEM	YES	NO	COMMENTS
<b>Marque</b>			
- More than 500 squared			
- Site Plan			
<b>Event Venue</b>			
-Registration area plan			
- Dimensions			
<b>Internal Layout</b>			
- Seating			
- Aisle			
- Stage & Dimension LxBxN			
- Emergency exit & size			
- Fire Equipment			
<b>Gas Plan</b>			
- Gas permit			
- Storage area			
- Safety Distance			
- Signage			
<b>Exhibition</b>			
- Designer Stands			
- Aisles space			
- Exit Doors			
- Fire equipment			

**NAMES OF DESIGNER STANDS SUBMITTED**

1. _____	7. _____	13. _____
2. _____	8. _____	14. _____
3. _____	9. _____	15. _____
4. _____	10. _____	16. _____
5. _____	11. _____	17. _____
6. _____	12. _____	18. _____