

Form 13 - Special Function Checklist

Completed form to be sent to the NEC Event Manager at least 14 days prior to the event

Event:

Suite/room No: Dates:

	Yes	No	Comments
1. Equipment • AV equipment, temporary lighting; • Signs, towers;			
2. Assembly and construction • Display stands, stage set; • Stairways, ramps, platform, raised floor;			
3. Entertainment and demonstrations • Musicians, DJ, magician, entertainer; • Product/cookery demonstration			
4. Special effects • Candles, tea-lights, Hot surfaces; • Fireworks, lasers, smoke;			
5. Dangerous substances • Flammable liquids, compressed gases;			
6. Vehicles and machinery • Motor vehicles, working machinery • Fairground rides, inflatables			
7. Animals • Livestock/dogs/cats etc • Reptiles, insects, fish			
8. Special treatments • Massage therapy; • Skin piercing, acupuncture; • Tattoo, micro-pigmentation;			
9. Special arrangements • VIP's; • Young persons; • Disabled persons;			
10. Other			
11. None of the above			

Signed Print name Date
(Customer)

Position Company

Event Manager Comments

For and on behalf of NEC

Signed Print name Date
NEC