

**Show Checklist**

This checklist is intended for people responsible for organising a live music event, e.g. promoters. The checklist contains a list of questions/actions to assist organisers to identify and implement measures to prevent sexual harassment or harm at a live music event. The checklist covers measures to be taken prior to the show, on the show day/build, during the show and post show. The checklist links to related resources on the [SoundCheck Aotearoa website](http://www.soundcheckaotearoa.co.nz).

**Prior to show**

Make sure you have the following in place before planning an event.

* Company [Sexual Harassment Policy](https://www.soundcheckaotearoa.co.nz/sexual-harassment-policy)
* Do you have a policy in place? This could be incorporated into a wider general health and safety policy, workers should be made aware of this policy and agree to observe it at all times.
* [Code of Conduct](https://www.soundcheckaotearoa.co.nz/code-of-conduct)
* Do you have a code of conduct in place? This should be a part of a wider health and safety policy, all workers should be made aware of the code of conduct (this can be annually, on a regular basis or upon commencement when new workers begin) and agree to follow it.
* Complaints Process
* Do you have a clear complaints process in place? This could be incorporated into a sexual harassment policy or wider general health and safety policy, all workers should be aware of the complaints process.
* [Reporting Form](https://www.soundcheckaotearoa.co.nz/s/reporting-form)
* Are there reporting channels available? This should be readily accessible to anyone in the workplace and used to report any incident.
* Coordinate/consult between venue and promoter to work out areas of responsibility. The [Promoter Safety Measures](https://www.soundcheckaotearoa.co.nz/s/safety-measures-promoter) and [Venue Safety Measures](https://www.soundcheckaotearoa.co.nz/s/safety-measures-venue) may assist in this process
* What is the escalation process if harassment is reported?
* How will policies be applied?
* Is sexual harassment included in the conditions of entry or ticketing T&Cs?
* Are the security and venue staff trained to receive disclosures of sexual harassment?
* What signage will be used?
* Is the security company an experienced and reliable company?
* How competent are catering staff in identifying a person in distress or people who are too intoxicated to consent?
* What resources/documents will be at the event on the day to inform people of support options – who will provide them?
* When does the venue risk assessment get done?
* What [posters/visual aids](https://www.soundcheckaotearoa.co.nz/visual-resources-and-posters) are in place around the venue?
* What is the show stop procedure?
* Shared responsibilities
* Are there overlapping health and safety duties?
* How will decisions be made?
* What’s the chain of reporting?
* Who will do what at the event?
* Have you established areas of control?
* [Clauses/Agreements](https://www.soundcheckaotearoa.co.nz/s/clauses)
* Any agreements, contract clauses or policy requirements should be discussed and implemented at this stage and communicated to all parties.
* Team Composition
* Who do you plan to have on your team?
* What type of culture do you want to promote?
* [High Level Briefings](https://www.soundcheckaotearoa.co.nz/health-and-safety-briefing)
* Will key staff such as catering, bar staff, security or other key staff be given further safety briefings?
* Sexual Harassment Contact Person
* Will there be a [Merlin’s pass holder](https://www.soundcheckaotearoa.co.nz/promoters-and-venues) onsite or an alternative representative?
* Punter Safety
* Have you considered a safer space on your show?
* Are there any areas of a venue that pose a poor lighting concern?
* Are the toilet arrangements appropriate?
* Backstage Activity
* Will there be wellbeing checks carried out backstage in areas with alcohol?
* Will there be additional security and checking of accreditation backstage?
* Show Messaging
* Will there be any safety messaging during the show? Video or voiceover?

**Show day/build**

* Briefing for staff, in which you explain:
* What sexual harassment is and how to report it
* What to do if staff witness sexual harassment in the crowd – escalation process
* Who are the Merlin’s Pass holders (if applicable) and how to find them
* Venue policy on sexual harassment
* Process for banning someone from the venue – if applicable
* Mention support options available
* Any show stop calls, procedures and who they will come
* [Reporting forms](https://www.soundcheckaotearoa.co.nz/s/reporting-form)
* Are there reporting channels available? All reporting forms should be readily available to all
* [Safety measures](https://www.soundcheckaotearoa.co.nz/promoters-and-venues)
* Do you have risk management measures in place? Risk assessments should be carried out before starting any work, with the best appropriate safety measures put in place.
* [Visual aids](https://www.soundcheckaotearoa.co.nz/visual-resources-and-posters)
* Are your posters and signage in place?
* Signage and other forms of visual aid should be in places visible to all.

**During Show**

* Are regular stakeholder meetings being carried out during the show?
* Request intoxication level updates
* Request eviction or incident updates
* Is there a clear show stop procedure in place?
* Is there a communication framework in place with escalation and response processes in place?
* Is ongoing monitoring of punter areas and backstage being carried out?

**Post show**

* Post-event briefing
* Have you carried out a post event briefing? Cover any incidents that occurred and how they were managed on the day, feed in to prevention measures for next time
* Were there any complaints? Follow up of complaints if appropriate.
* Was there a disclosure or report of sexual harassment? Ensure everyone is [supported.](https://www.soundcheckaotearoa.co.nz/support)
* Were any reports lodged? Follow up on any lodged reports, conducting any investigations if required.
* Staff that receive disclosures may also need support.
* Have you reviewed systems and areas that could be improved? Review processes in place and determine if current setup is suitable for future shows, with the goal of reducing the risk of harassment in this area again.
* Update any systems if necessary and inform all staff of changes.