

Safety Contact List for Event Planners

Date: **[Insert Date]**

Event Name: **[Insert Event Name]**

Event Date: **[Insert Event Date]**

Event Location: **[Insert Event Location]**

Emergency Contacts

Role	Name	Contact Number	Email
Event Coordinator	[Insert Name]	[Insert Contact Number]	[Insert Email]
Security Officer	[Insert Name]	[Insert Contact Number]	[Insert Email]
Medical Personnel	[Insert Name]	[Insert Contact Number]	[Insert Email]
Fire Department	N/A	911	N/A
Police Department	N/A	911	N/A

Additional Contacts

Role	Name	Contact Number	Email
Venue Manager	[Insert Name]	[Insert Contact Number]	[Insert Email]
Catering Coordinator	[Insert Name]	[Insert Contact Number]	[Insert Email]

Please ensure that this contact list is accessible to all relevant personnel during the event.

Prepared by: [Your Name]

Contact: [Your Contact Number]

Email: [Your Email]