

Mass Events Checklist

When planning a large event one should consider the following and seek permission/approval.
Indicate where applicable Yes or No.

Permission / Approval Received?	Documentation	Responsible Agency(approval from)
	Public Liability Insurance Artist “no show”	Insurance Agent
	Solid Waste Management Plan**	Solid Waste Management Authority 453-2208
	Electrical Certification	Ministry of Works / Electrical Department 468-4363
	Mass Casualty Plan**	Chief Medical Officer/Ministry of Health 468-5300 468-5309
	Request for Medical Support [e.g. Doctors, Nurses etc.]	Ministry of Health 468-5300 468-5309
	Public Health Certification [for food handlers]	Ministry of Health / Environmental Health Department 453-1440 451-9892
	Liquor License	District Court 452-2520 454-6225
	Evacuation Plan**	Saint Lucia Fire Service 452-2373
	Permission for Fire Works	Saint Lucia Fire Service 452-2373
	Request for Ambulance/EMT Support	Saint Lucia Fire Service 452-2373
	Request for Ambulance/First Aid Support**	Saint Lucia Red Cross 452-5582
	Traffic Management Plan	Traffic Department Royal Saint Lucia Police Force 456-3716
	Security Plan – <i>of at least 4 Officers, must be in uniform</i>	Royal Saint Lucia Police Force 456-3712 456-3705
	Permission to assemble [for demonstrations etc.]	Royal Saint Lucia Police Force 456-3705 4563712
	Work Permit	Labour Comissioner’s Office 452-3226 468-3172
	CSME Certificate	Labour Comissioner’s Office 452-3226 468-3172
	Copyright Music Licence	Hewanorra Music Society 451-6436 452-6102 4523654
	Life Guard (events involving water)	Saint Lucia Life Saving Association 718-3658
	Request for NEMO Assistance**	NEMO Headquarters 452-3802

** Theses documents are available online in the “M” Section of the Official Documents at <http://stlucia.gov.lc/docs/index.htm> the others are available at the respective Agency Headquarters