Insert Event Logo Here (optional)

**Name of Event**

**Integrated Event Management Plan**

**Introduction**

An event may generally be described as “a social gathering or activity”. Where an event involves a local authority, it needs to be a well organised and managed activity or festival which can offer the community a range of social, economic and cultural benefits. A mismanaged event can put staff, event patrons and the general public at risk, which can expose the event organiser to civil action or prosecution.

Generally speaking Bega Valley Shire Council is happy to facilitate well managed events because of the benefits and social welfare they bring to the community.

This Integrated Event Management Plan has been designed to assist council staff, community organisations and other interested parties in documenting the running of both internal and public events within the Bega Valley Shire.

The document highlights a number of key issues to consider when organising an event, however it is a guide only and does not cover every single issue that the Event Organiser might encounter. It remains the Event Organiser’s responsibility to identify all possible risks associated with the event, seek additional information where required and to ensure that all approvals have been obtained.

The information provided by Bega Valley Shire Council in this document is of a general nature, and has been provided solely on the basis that users will be responsible for making their own assessment of it, having regard to their own circumstances, needs & requirements and those of their Council.

While Council endeavours to provide up to date information and guidance for your use, it may be open to misunderstanding or misinterpretation. Consequently you should seek independent legal advice where you intend using this information.

Bega Valley Shire Council expressly disclaims any liability associated with, or arising from, the use or incorporation of the information provided in this document by the user.

**Event Details**

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| Event Details | | | | |
| Name of Event: |  | | | |
| Venue Address: |  | | | |
| Venue Contact: |  | | **Phone:** |  |
| Venue Type: |  | | | |
| Venue Capacity: |  | | | |
| Number of Staff: |  | **Number of Volunteers:** | |  |
| Date of Event: |  | **Time of Event:** | |  |
| Required setup time: |  | | | |
| Required pack-up time: |  | | | |
| Event Manager: |  | | | |
| Organisation: |  | | | |
| Address: |  | | | |
| Phone: |  | **Mobile:** | |  |
| Email: |  | | | |
| Expected number of participants: |  | **Expect number of attendees:** | |  |
| Describe the main purpose of the event: | | | | |
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| Describe the types of activities which will be conducted at the event: | | | | | |
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| What is the anticipated attendance numbers and who is the target audience: | | | | | |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Total Estimated Numbers** | | |  | **18-25 years:** |  | % of total attendance | | **0-12 years:** |  | % of total attendance | | **25-55 years:** |  | % of total attendance | | **12-18 years:** |  | % of total attendance | | **55+ years:** |  | % of total attendance |   Target Audience: | | | | | |
| Approvals and permits required (tick applicable): | | | | | |
| 1. Development application |  | 2. Use of public land application |  | 3. Facility hire form |  |
| 4. Temporary food vending permits |  | 5. Temporary event liquor licences |  | 6. Road closure approvals |  |
| 7. Temporary advertising signage approval |  | 8. Notice of Intention to Hold a Public Assembly |  | 9. Waste Management Plan |  |
| 10. Other: |  | 11. Other: |  | 12. Other: |  |

**Event Personnel and Key Stakeholders**

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| --- | --- | --- | --- | --- | --- |
| Event Personnel (Staff and Volunteer) Register | | | | | |
| Event coordinators for Council are required to complete the register and have the staff/volunteers sign as they make themselves available for work on the day. | | | | | |
| Date | **Name** | **Start Time** | **Finish Time** | **Task** | **Signature** |
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| Contact List | | | |
| Use this table to list the names and contact details of any relevant stakeholders (e.g. volunteers, staff, suppliers, contractors, emergency services). | | | |
| Name | **Organisation** | **Contact Details** | **Event Role** |
|  | Nearest Police |  |  |
|  | RFS |  |  |
|  | Local Hospital |  |  |
|  | SES |  |  |
|  | Ambulance Service |  |  |
|  | Fire |  |  |
|  | Council |  |  |
|  | Electrician |  |  |
|  | Plumber |  |  |
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**Event Budget**

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| Event Budget - Income | | |
| Income | **Estimated** | **Actual** |
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| Total Income | |  |
| Total Profit/Loss | |  |

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| Event Budget - Expenditure | | |
| Expenditure | **Estimated** | **Actual** |
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| Total Expenditure | |  |
| Total Profit/Loss | |  |

**Event Running Details**

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| Event Running Sheet | | | |
| Date | **Time** | **Task** | **Responsible** |
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**Food Vendors**

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| List of food vendors | | | |
| List the food vendors and type of food being provided at the event. | | | |
| Vendor Name | **Type of food** | **Contact Details** | **Permit Number** |
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**Health & Safety**

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| Event WHS Considerations | | | | | |
| Event organisers have a duty of care to provide a safe operational environment by proactively ensuring ensure so far as reasonably practicable that: people are not exposed to risks arising from the operation of the event. The definition of this duty is broad however proactive attention by event organisers may be achieved by a process of identification, assessment and control of safety risks. In some circumstances, there may be several parties who owe a concurrent duty of care. It is important that safety is comprehensively managed and communicated by and between all relevant duty holders. | | | | | |
| Event WHS Checklist(tick applicable): | | | | | |
| The following points *are* designed to assist event organisers in their WHS risk management. The checklist should be modified as necessary. The list is by no means exhaustive. | | | | | |
| 1. Risk inspections of the site |  | 2. Insurance for people doing performances/displays |  | 3. If event is a ticketed event, consider cash security requirements |  |
| 4. Ample supply of 'incident report' forms. |  | 5. Incidence Management Procedures |  | 6. Adequate light (for the show itself, walkways, to parking areas, etc.) |  |
| 7. Warning and directional signage |  | 8. Evacuation Procedures |  | 9. Disabled access and facilities ("accessibility") |  |
| 10. Slip, trip and fall inspection in pedestrian/spectator areas |  | 11. Suitability of entry, parking areas (levels, bumps, incline) |  | 12. Safety and security briefing (awareness of risks in areas listed, disclaimers) |  |
| 13. Footing and arena side/fence inspection |  | 14. Fencing (if star posts are used, they should be capped.) |  | 15. Breaks and relief staff for event personnel |  |
| 16. Toilets and other facilities clean and open |  | 17. Contractors carry their own insurance. |  | 18. Security of cash and cash collections |  |
| 19. Food areas are kept clean. Spillages to be cleaned regularly |  | 20. Leads, cables and plugs are safe from damage and do not constitute a tripping hazard |  | 21. Exits, aisles and access ways clear of obstructions and litter |  |
| 22. Crowd control - marshals required - trained personnel |  | 23. Adequate first aid facilities/personnel |  | 24. Staff and contractor training in their areas of responsibility |  |
| 25. Personnel trained in and understands his/her emergency duties |  | 26. Internal and external Communications |  | 27. Staff safe use and safe storage of tools safely. |  |

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| Event Hazard Register | | | |
| The Hazard Register is an overview document recording a summary of hazards, risk priorities and controls required. The completed register should be no more than a couple of pages in length. | | | |
| Hazard Description | Likely Consequence | Causes | Safeguards |
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| Induction register | | | |
| The event organiser must provide the information, training and instruction necessary to protect all personnel from risks to their health and safety arising from the work being carried out. This register can be used in conjunction with the hazard register to provide a site specific induction for all staff, volunteers, contractors and other site visitors. By signing below personnel acknowledge provision of a site specific induction. | | | |
| Date | **Name** | **Organisation** | **Signature** |
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| Incident register | | | |
| All incidents are to be recorded in the following format. | | | |
| Date and Time of  Incident | **Description of Incident** | **Persons involved**  **Name, address, phone** | **Action taken** |
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**Contractor Management**

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| Contractor Management |
| The WHS Act (2011) NSW requires that staff/people under the control of the event organiser are provided with information, training, instruction and supervision to perform the work they are doing at the event in a manner that is safe and without risk to health.  When considering outsourcing a service to a contractor, the following should be considered in your  review:  • Previous Performance - what experience do they have? How did they perform?  • Qualifications - are they qualified and competent to deliver the tasks they are engaged to deliver?  • Commitment to Safety – do they have a Safety Management Plan? Has their safety plan been audited? What were the results? What is their injury record?  • Cost - to the event organiser could be increased due to fines and penalties if lower safety standards of the contractor are accepted by the event organiser.  • Industry Standards - what are the standard safety practices in the industry?  • Insurances - do they carry appropriate workers compensation and public liability insurance?  • Understanding the task - can the contractor demonstrate that they understand the tasks required and can they do so safely? (This may require the contractor to submit a safety plan or safe work method statement).  • Sub-Contractors - does the contractor intend on sub-contracting some of the functions? If so:  - What are the qualifications of the sub-contractors?  - Have they provided a job safety analysis?  - Have they received any safety training? |

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| Contractor Register | | | | | |
| Use the register to capture attendance of Contractors. | | | | | |
| Date | **Name** | **Start Time** | **Finish Time** | **Task** | **Signature** |
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**Site Plan**

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| Site Plan |
| A site plan is a map of the event and is essential for event planning and management. The site plan can be distributed for setting up the event and is also invaluable in an emergency. |
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| Site Plan Check List (or site plan legend) | | | | | |
| This checklist is designed to assist event organisers in determining what information should be included on the site plan. It is not exhaustive nor is it expected that all the items listed below must be included on your site plan. This checklist can be altered and used a legend for your site plan – simply replace the check box with the symbol you are using to represent the identified feature. | | | | | |
| Event and Incident Co-ordination centre |  | First Aid posts |  | Non-alcohol areas |  |
| Non-smoking areas |  | Licensed liquor consumption areas |  | Picnic/quiet areas |  |
| Main Power/water/gas control |  | Taxi & Bus stops |  | Entertainment sites |  |
| Male Toilet |  | Female Toilet |  | Disabled Toilet |  |
| Parking |  | Stage location |  | Pedestrian route including emergency egress routes |  |
| Restricted Areas |  | Liquor outlets |  | Lost kids/property |  |
| Public telephones |  | Rubbish bins |  | Security locations |  |
| Seating |  | Drainage pits |  | Food/vendors/stalls |  |
| Media |  | Sharps Containers |  | Drinking water sites |  |
| Vehicle access routes |  | Emergency access & egress routes – emergency vehicles |  | Fire Extinguishers |  |
| Fire Blankets |  | Hose Reels |  | Hydrants |  |
| Information centre |  | Amusement devices |  | Assembly points |  |

**Emergency Management**

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| Emergency response plan |
| An emergency response plan is a written set of instructions that outlines what people should do in an emergency. An emergency plan must provide for the following:   * emergency procedures, including: an effective response to an emergency * evacuation procedures * notifying emergency service organisations at the earliest opportunity * medical treatment and assistance * effective communication between the person authorised to coordinate the emergency response and all people at the workplace * testing of the emergency procedures—including the frequency of testing * information, training and instruction to relevant workers in relation to implementing the emergency procedures. |

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| Evacuation Plan | |
| Event attendees will be warned to evacuate the site using the following system: |  |
| Event patrons should assemble at the following location for accounting by the evacuation team: |  |
| Evacuation Team Leader: |  |
| Assembly Area Monitors: |  |

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| Medical Emergency Plan |
| If a medical emergency is reported, dial 000 and request an ambulance. Provide the following information:   * Number and location of victim(s) * Nature of injury or illness * Hazards involved * Nearest entrance (emergency access point) * Alert trained employees (members of the medical response team) to respond to the victim’s location and bring a first aid kit. |
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| Personnel Trained to Administer First Aid | | |
| Name | **Location** | **Contact Number** |
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| Procedures   * Only trained responders should provide first aid assistance. * Do not move the victim unless the victim’s location is unsafe. * Control access to the scene. * Take ‘universal precautions’ to prevent contact with body fluids and exposure to blood borne pathogens. * Meet the ambulance at the nearest entrance or emergency access point; direct them to victim(s). | | |

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| Fire Emergency Plan |
| If a fire is reported, pull the fire alarm, (if available and not already activated) to warn occupants to evacuate. Then Dial 000 to alert Fire Department. Provide the following information:   * Business name and street address * Nature of fire * Fire location * Name of person reporting fire * Telephone number for return call   Evacuation team to direct evacuation of employees and participants. |
| Procedures   * Evacuate site to primary assembly areas. * Evacuation team to account for all employees and visitors at the assembly area. * Meet Fire Department and provide an update on the nature of the emergency and actions taken. |

**Waste Management**

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| Waste Management Plan (during the event) | |
| Bins and waste management equipment must be positioned strategically and regularly maintained. This list of actions is a guide only. | |
| Action Item | **Notes** |
| Date Bins are being delivered |  |
| No of 240 litre wheelie bins |  |
| No of recycling bins |  |
| No. of skip bins and capacity |  |
| Collection schedule |  |
| Contractor or person removing waste |  |
| Educate/remind stallholders as necessary |  |
| Monitor waste & recycling bin content quantities |  |
| Arrange collection schedule |  |
| Bin monitors – e.g. volunteers |  |
| Disposal/replacement of full bins during the day |  |
| Ground litter collection during the event |  |

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| Waste Management Plan (after the event) | |
| Bins and waste management equipment must be positioned strategically and regularly maintained. This list of actions is a guide only. | |
| Action Item | **Notes** |
| Dismantling of waste stations |  |
| Clean up of site |  |
| Collection of various material streams |  |

**Traffic Management**

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| Traffic Management Plan |
| The Event Coordinator has a responsibility to develop a Traffic Management Plan (TMP) by considering the traffic management issues that are unique to the specific event. This may include (but is not limited) a formal Traffic Control Plan, a Vehicle Movement Plan etc. |
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**Risk Management**

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| **Hazard Identification And Risk Assessment Template** | | | |
| **Name of Event:** |  | **Risk Management Team:** |  |
| **Date of Event:** |  | **Site Supervisor: Bump in and Bump out** |  |
| **Location of Event:** |  | **Site Supervisor:** |  |
| |  | | **CONSEQUENCE** | | | | | --- | --- | --- | --- | --- | --- | | **Catastrophic** | **Critical** | **Major** | **Minor** | | **LIKELIHOOD** | **Frequent**  Likely to occur regularly | **1** | **3** | **7** | **13** | | **Probable**  Will occur several times | **2** | **5** | **9** | **16** | | **Occasional**  Unlikely but reasonably expected to occur | **4** | **6** | **11** | **18** | | **Remote**  Unlikely but possible to occur | **8** | **10** | **14** | **19** | | **Improbable**  So unlikely it may not be experienced | **12** | **15** | **17** | **20** | | | |  |  |  |  | | --- | --- | --- | --- | | **Consequence Table** | | | | | **Catastrophic** | **Critical** | **Major** | **Minor** | | Death or permanent total disability  Prevent the infrastructure, system or equipment from meeting the primary operational requirements  Funding exhausted due to mismanagement or misappropriation | ▪Permanent partial disability, or temporary total disability in excess of 30 days  Significantly degrades the infrastructure, systems or equipment’s ability to perform its primary task  Requires significant additional funding, or redistribution budget or termination and/or reduction of other initiatives | ▪Temporary partial disability less than 30 days, hospitalisation, emergency medical treatment, injury or illness eligible for compensation  Temporary loss of one or more significant capabilities within the infrastructure, system or equipment  Requires significant redistribution of existing budget | ▪First aid or minor supportive medical treatment  Temporary degradation or loss of one or more capabilities within the infrastructure, system or equipment.  Requires monitoring and corrective action within existing cost centre budget | | |

| **Hazards** | **Risk** | **Risk Rank** | **Controls** | **Risk Rank** | |
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**Name of Assessor:**

**Date of Assessment:**

**Event Management Checklist**

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| **Consideration** | **🗶** | **✓** | **n/a** | **Comments** |
| 1. **Event Coordinator** - Who is controlling the event, who are they representing (organization) and in what capacity? (This determines who has responsibility) |  |  |  |  |
| 1. **Approval/endorsement for event** -If it is a Council run event, ensure approval/ endorsement is obtained and date recorded. The Preliminary Approval Form must be completed and signed before going ahead. |  |  |  |  |
| 1. **Demographics** - Who are you expecting to attend (i.e. families, young people, seniors, animals, etc.)? Who are the active participants? Will they be volunteers, contractors, other organizations, etc.? |  |  |  |  |
| 1. **Size of event** - Number of people expected to participate (work on the day) and number attending. |  |  |  |  |
| 1. **Finances** - Have you considered the cost involved in running the event? Is there a budget or do you need to request funding? If funding is required ensure this is sought at the earliest opportunity**.** |  |  |  |  |
| 1. **Locations** – Will the event be located indoors, outdoors, in a hall, on the road, in a reserve? Consider the boundary and be specific with parameters. Is the location suitable for proposed activities? Is it available? Is a booking required? |  |  |  |  |
| 1. **Dignitaries** - Are official guests being invited? Who? |  |  |  |  |
| 1. **Approval** - Is a Land Use Application or a full DA required? Do you need endorsement from Council’s Parks & Property area, a §355 Management. Committee, Council’s Traffic Committee, the RMS or the Police? If so have the approvals been obtained? (Include approval dates where applicable) |  |  |  |  |
| 1. **Resources** - Determine what resources are required (i.e. budget, staff, plant/equipment, pre-event work, road closure barriers, crowd control, warning signs, stage, marquee, table, chairs, PA system, lights, etc.). |  |  |  |  |
| 1. **Collection of Money** -Where money is to be charged or collected at the event, ensure appropriate security is in place at the collection point, counting location, transportation and securing the funds. |  |  |  |  |

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| **Consideration** | **🗶** | **✓** | **n/a** | **Comments** |
| 1. **Access** - Consider the suitability of venue including entry/exit points, disabled access, traffic control, parking, speed limits etc. |  |  |  |  |
| 1. **Services/Facilities** - Are portable toilets, kitchen facilities, waste collection, disabled access, equipment storage, transport, etc. required? Is key access required? |  |  |  |  |
| 1. **Equipment Hire** - Read the conditions when signing agreements or contracts when hiring equipment to ensure Council does not assume unnecessary risks or liability. Seek legal advice if necessary. |  |  |  |  |
| 1. **Catering** – Prepared in-house or professionally? Are food-handling procedures being followed? |  |  |  |  |
| 1. **Beverages** - Is alcohol being served? Consider Responsible Service of Alcohol requirements. |  |  |  |  |
| 1. **Stall Holders** –Consider the type and number of stalls, suitability of stall holders, weather, venue requirements etc. |  |  |  |  |
| 1. **Food Vendors** -What are they serving, what services do they need (electricity/water), are they complying with industry requirements (Food Handling, etc.)? |  |  |  |  |
| 1. **Waivers/ Disclaimers** - Are waivers / disclaimers required? |  |  |  |  |
| 1. **Temporary Structures** - Who is setting them up? Are they qualified and are they complying with industry standards? |  |  |  |  |
| 1. **Amusement** Devices - Be sure to obtain the necessary information and grant approvals for the operation of the device using the template documents (or similar). Consider using a disclaimer (i.e. on the back of the tickets). |  |  |  |  |
| 1. **Contingency Planning** - Has a “Plan B” been developed in case of problems with the venue, food, equipment, weather, etc.? |  |  |  |  |
| 1. **Electrical Equipment** -Ensure electrical equipment is appropriately checked and safe to use. |  |  |  |  |
| 1. **Emergency** - Prepare a “line of communication” phone list and make it available to all personnel at the event? Have an emergency procedure listing the designated emergency coordinator? Consider having a First Aid Kit onsite or St John Ambulance present? Have the Police been notified? |  |  |  |  |
| 1. **Security** -Are security guards required at the event (i.e. for a youth party/concert or large event)? |  |  |  |  |

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| **Consideration** | **🗶** | **✓** | **n/a** | **Comments** |
| 1. **Marketing -** Are your preparing any advertisements, flyers, etc.? Use the correct council logo and check the content of the promotional material for accuracy of information. |  |  |  |  |
| 1. **VIP Labels** -Are these required? |  |  |  |  |
| 1. **Volunteers** - Are volunteers required for the event? Have you prepared a “Volunteer Register”? |  |  |  |  |
| 1. **Cleaning** -Do cleaning costs after the event need to be considered? |  |  |  |  |