

Name of event

Date of event

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Budget & Funding

- Prepare an event budget and monitor spending
- Investigate external funding or grant opportunities
- Prepare a sponsorship proposal to attract potential sponsors

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Participants & Entertainment

- Book entertainment and performers
- Confirm participants and stall holders and ascertain their power requirements
- Book amusements
- Prepare any speeches, presentations or prizes required
- Book MC and any officials to speak

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Accessibility

- Ensure the event layout provides for the best access and circulation
- Ensure stalls or performance areas do not block kerb ramps
- Provide disabled parking spaces close to the event site
- Ensure availability of portable accessible toilet facilities and marquees
- Ensure thoroughfares are well defined and clearly marked

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Permits & Licensing

- Apply for a Limited Liquor Licence
- Apply for APRA & PPCA music licences
- Apply for any necessary Busking, Hoarding or Street Trading Permits from Council
- Apply for any necessary Planning Approvals from Council
- Discuss any special requests such as fireworks, helicopter landings with Council

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Infrastructure

- Order marquees, staging, tables, portable toilets, generators, chairs and all necessary equipment (no pegging permitted)

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Environmental Health

- Submit Temporary Food Notification form to Council
- Ensure food and beverage traders receive Food Safety Fact Sheets
- Implement measures to ensure noise is kept to an acceptable level

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Lighting & Power

- Engage licenced South Australian electrician to install / test / certify all electrical installations
- Ensure adequate natural or artificial lighting provided for setting up, conducting and dismantling event
- All electrical equipment to be tested and tagged
- Power cords to be in cable trays or raised above the ground
- All leads, plugs etc are protected from weather and water

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Facilities

- Ensure adequate toilet and hand washing facilities available
- Ensure drinking water is readily available (ideally free of charge)
- Ensure there is adequate shelter from the forecast weather conditions
- Ensure there is adequate seating and rest areas

Traffic Management & Parking

- Apply for any road closures or changes to speed limit through Council
- Discuss temporary parking restrictions with Council's Event Coordinator
- Distribute temporary parking permits to organisers / participants
- Ensure that there is controlled traffic flow and adequate directional signage

Waste Management & Cleaning

- Organise three bin recycling system
- Ensure participants use compostable products
- Arrange for cleaners during and post event

Protection of Parks & Open Spaces

- Limit vehicle access to event site
- Place staging or boarding down in high traffic areas
- Set up root protection zones for significant trees

Safety & Risk Management

- Obtain Public Liability Insurance (minimum \$20 million) and provide a copy of the Certificate of Currency to Council
- Conduct a Risk Assessment
- Develop an Emergency & Evacuation Plan
- Notify Emergency Services
- Check SafeWork SA registration for amusement structures
- Engage licenced security personnel
- Arrange for First Aid to be in attendance
- Develop a lost child policy
- Develop a Weather Contingency Plan
- Ensure any hazardous areas or materials are clearly signed or fenced off
- Ensure suitable fire extinguishers and blankets are placed in appropriate areas
- Ensure mobile plant (forklifts, cherry pickers etc) are only operated by certified operators

Contractors

- Ensure all contractors are inducted when they arrive on site
- Check all necessary insurances and qualifications

Staff & Volunteers

- Recruit adequate staff and volunteers to assist on the day of the event
- Ensure all staff and volunteers are inducted when they arrive on site
- Arrange water and meals for staff and volunteers

Prepare Documentation

- Site map
- Run sheet
- Contact sheet
- Risk Assessment
- Emergency & Evacuation Plan

Stakeholder Notification

- Prepare notification for surrounding residents and businesses
- Notification to be delivered no later than 7 days prior to event
- Invitations to officials, dignitaries and guests

Marketing, Promotion & Signage

- Develop a Marketing Plan
- Create promotional material (eg posters, flyers, postcards)
- Distribute promotional material
- Advertise online and via social media
- Send details of your event to Council's Communications team
- Place an ad in the local paper
- Prepare site signage eg. toilets, water, first aid

Post Event

- Thank you letter to all participants and sponsors
- Post-event debrief and evaluation
- Finalise budget