



Community Celebrations Program Planning Checklist: Have you considered?

YES

NOT YET

NOT RELEVANT

HAVE YOU CONSIDERED THE COSTS OF:

Insurance for the event (REQUIRED)

Performers or entertainers (face painters, live music, magicians)

Food and beverages

Marketing and promotion

Booking a location (for an event with over 100 people you will need to complete an [event permit](#))

HAVE YOU TAKEN THE STEPS FOR SAFETY:

First aid equipment

Notifying other residents and traders about the event with a minimum 1 week notice

Food safety + submitting a temporary food notification form to Council if selling food

Check BBQs and open flames for compliance with seasonal fire laws

Make sure entertainers and/or commercial operators have their permits

ALSO CONSIDER:

Accessibility (consider event layout and ensure ramps aren't blocked)

Signage for the event

Shelter and protection from the elements (including marquees)

Recycling, green waste and general waste for the disposal of rubbish

Having toilets and parking near the site of the event

Food handling