

# Event Management Plan

Prepared By

# Event Management Plan

## Event Details

Name of Event:

Event Brief:

Describe what is the actual event

Address of Event:

Types of Audience:

Intended Audience:

Aim

(Insert the purpose of the event)

## Site

Site Type:

Capacity of Site:

Built Infrastructure / Facilities:

(What is already there)

Infrastructure / Facilities:

## Date and Times

Event Date/s:

Event Times:

Bump- in:

Required Set Up Times

Bump-Out:

Required Times to Reset to Original Condition:

## Event Manager

Event Manager:

Telephone:



<b>Budget</b>					
<b>Income</b>					
Category	Description	Qty	Item cost	Total	Notes
<b>Total</b>					

<b>Expenses</b>					
<b>Category</b>	<b>Description</b>	<b>Qty</b>	<b>Item cost</b>	<b>Total</b>	<b>Notes</b>
<b>Total</b>					

<b>Profit / Loss</b>					
----------------------	--	--	--	--	--



<b>Action Plan</b>			
<b>Category</b>	<b>Description</b>	<b>Who</b>	<b>Due Date</b>





## Operations

## Insurance

Public Liability Insurance

Name of Insurer:

Policy Number:

Value:

Volunteer Insurance

For events held on Council land or facilities event organisers must have Public Liability Insurance with a minimum indemnity of \$20 million.

## Risks

Risk Assessment

Risk Management Plan

## Traffic Management

Traffic Management  
Company Details

Traffic Control Plans

Transport Management  
Plan

Risk Assessment

Does your insurance list Federation Council, NSW Roads and Maritime Services and NSW Police as interested parties.



## Security and Crowd Control

Security Plan	
Pedestrian Management	

## First Aid

First Aid Provider	
First Aid Station	
Lost Children	

## Amenities and Services

Entry and Egress Details	
Emergency Services Entry and Egress Points	
Lighting	
Water	
Power and Gas	
Toilets / Family Room	
Built structures	
Lost Children	
Signage	
Telephones	
Waste Management	
Parking	
Accessibility Plan	

## Food and Beverage

Liquor Outlets	
Liquor Plan	
Liquor License	
Responsible Service	

Food Outlets	
Food Safety Plan	
List of Food Vendors	
Insurance	
Food & Beverage Stallholder Entry and Egress Points	
<b>Fireworks</b>	
Work Safe NSW Approval	
Copy of Pyrotechnic Security Clearance and Explosive License	
Risk Assessment	
Insurance	
Fire Ban Exemption	
<b>Market Stalls</b>	
Stallholder Form	
List of Stall Holders	
Insurance	
Stallholder Entry and Egress Points	
<b>Amusement Devices</b>	
Amusement Device Approval Form	
Risk Assessment	
Insurance	



## Site Plan

Include a site plan of your event



**CONSULTATION**

All those who took part in the risk assessment process should sign this form.

Name		Name		Name		Name		Name	
Sign		Sign		Sign		Sign		Sign	
Date		Date		Date		Date		Date	

**Risk Identification Authorization:** *To be completed by Events Officer*

I, \_\_\_\_\_ have reviewed this risk identification and risk control worksheet and:

Concur with the assessment and controls and approve this risk assessment:

YES    NO

Request further information regarding the assessment / controls:

YES    NO

Confirm that a Work Method Statement (WMS) has been developed:

YES    NO    (Reference No.)

**Additional** \_\_\_\_\_ **Comments:**

*Signature:* \_\_\_\_\_ *Date:*    /    /

LIKELIHOOD	RISK RANKING MATRIX				
HIGH	5	10	15	20	25
SIGNIFICANT	4	8	12	16	20
MODERATE	3	6	6	12	15
LOW	2	4	6	8	10
NEGLIGIBLE	1	2	3	4	5
CONSEQUENCE	NEGLIGIBLE	LOW	MODERATE	MAJOR	CATASTROPHIC

**LIKELIHOOD DEFINITIONS**

A <b>high</b> likelihood	<ul style="list-style-type: none"> <li>It is expected to occur in most circumstances</li> <li>There is a strong likelihood of the hazards reoccurring</li> </ul>
A <b>significant</b> likelihood	<ul style="list-style-type: none"> <li>Similar hazards have been recorded on a regular basis</li> <li>Considered that it is likely that the hazard could occur</li> </ul>
A <b>moderate</b> likelihood	<ul style="list-style-type: none"> <li>Incidents or hazards have occurred infrequently in the past</li> </ul>
A <b>low</b> likelihood	<ul style="list-style-type: none"> <li>Very few known incidents of occurrence</li> <li>Has not occurred yet, but it could occur sometime</li> </ul>
A <b>negligible</b> likelihood	<ul style="list-style-type: none"> <li>No known or recorded incidents of occurrence</li> <li>Remote chance, may only occur in exceptional circumstance</li> </ul>

**CONSEQUENCE DEFINITIONS**

<b>Catastrophic</b>	<ul style="list-style-type: none"> <li>Multiple or single death</li> <li>Costs to event of up to \$5 million</li> <li>International and national media outrage</li> </ul>
<b>Major</b>	<ul style="list-style-type: none"> <li>Serious health impacts on multiple or single persons or permanent disability</li> <li>Costs to event between \$2.5 and \$5 million</li> <li>National media outrage</li> </ul>
<b>Moderate</b>	<ul style="list-style-type: none"> <li>More than 10 days rehabilitation required for injured persons</li> </ul>

	<ul style="list-style-type: none"><li>• Costs to event between \$200,000 and \$2.5 million</li><li>• Local media and community concern</li></ul>
<b>Low</b>	<ul style="list-style-type: none"><li>• Injury to person resulting in lost time and claims</li><li>• Costs to event between \$50,000 and \$200,000</li><li>• Minor isolated concerns raised by stakeholders, customers</li></ul>
<b>Negligible</b>	<ul style="list-style-type: none"><li>• Persons requiring first aid</li><li>• Costs to event up to \$50,000</li><li>• Minimum impact to reputation</li></ul>





EMERGENCY MANAGEMENT PLAN				
Event Name		Event date & time		
Event location				
Name of event's Emergency Services Contact				
Organisation		Contact mobile		
People involved in compiling this plan			Date	
PREPARATION				
ACTION		WHO	WHEN	
RESPONSE (never put yourself at risk)				
ACTION			WHO	
CORRESPONDENCE WITH EMERGENCY SERVICES				