## **Name of Event**

## **Event Management Plan**

Date

The following Event Management Plan template is a **guide** for event organisers. You can edit it to suit your own needs and incorporate your own information.

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# **EVENT DETAILS**

# **Event Detail**

*Provide a description of the event including the purpose of the event and what it involves.*

* Event Name
* Address/s of Event
* Event Overview including details of all activities.

## **Aim and Objectives**

## *Outline the events purpose and objectives. What are you aiming to achieve?*

## Aim

## List of objectives

## **Audience**

*Who is your target market and how many people do you expect to attend the event/s?*

## Target Audience

## Expected Audience

## **Site/ Venue**

* Site Type
* Site Capacity
* On-Site Built Infrastructure and Facilities
* Required Infrastructure and Facilities

## **Dates and Times**

* Event date/s
* Bump- in (required set up times)
* Bump-out (times to reset to original condition)
* Time open to the public

# **EVENT COORDINATION**

# **Event Manager Details**

* Event Manager/ Organisation
* Telephone and email
* Contact on the day.

## **Organising Committee, Roles and Responsibility**

## Name, role, responsibility, phone, and email of each person.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name**  | **Role**  | **Responsibility** | **Phone**  | **Email** |
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## **Stakeholder Details**

## Organisation name, contact name, contact details and invested interest.

# **INSURANCE DETAILS**

A copy of your Certificate of Currency is required to be included with this form.

* 1. **Public and Product Liability**

Name of Insurer:

Address:

Phone and Email:

Policy Number and Expiry Date:

Public Liability Value:

* 1. **Workers Compensation**

Name of Insurer:

Address:

Phone and Email:

Policy Number and Expiry Date:

Value:

* 1. **Volunteer Cover (if relevant)**

Name of Insurer:

Address:

Phone and Email:

Policy Number and Expiry Date:

Value:

*Please Note.*

*For events held on land or in facilities owned or managed by the Federation Council, Event Organisers must have Public Liability Insurance with a minimum indemnity of $20 million with the Federation Council listed as an interested party.*

# **PUBLIC SAFETY**

* 1. **On-site Pedestrian, Traffic and Parking Management Plan**

Outline:

* Event parking arrangements including accessible parking
* Target hardening and vehicle mitigation strategies if needed
* Contingency plans
* Temporary event signage
* Drop off and bus points (include on site plan)
* Wet weather plan
	1. **Security Plan**

Outline:

* Security plan should include type of security being used for the event, such as private security personnel, details of the private security firm (including company name, master licence details, lead contact person and phone numbers, and the number of personnel at the event)
* Temporary fencing for high risk events such as where serving alcohol or along Council waterways (include on site plan).
	1. **Place of Public Assembly**

Outline:

* Entry, exit and assembly points
* Paths of travel.
* Emergency Services Entry and Egress Points.
* Show on site plan.
	1. **Accessibility Plan**

Outline:

* [Accessibility](https://www.nsw.gov.au/departments-and-agencies/premiers-department/community-engagement/event-starter-guide/accessibility) arrangements for people with disability
* Event access and inclusion
* Paths of travel.
* Communication
	1. **Lighting and Power**

Outline:

* Lighting for night
* Exit and entry points
* Stage and house lighting
* Power access, electrical installation, electrician on site
	1. **Gas**

Outline:

* Portable and mobile gas appliances
* Storage and handling
* Installation
* Name and contact of gas technician.
	1. **Temporary Structures**

Outline:

* Stages or platforms size and type- a tent, marquee or booth a seating stands a prefabricated building
* Onsite and hired.
* Hire company.
* Show on site map.
	1. **Signage**
		1. Event organisers must provide a signage plan for their event, detailing the following:
* Signage external to the event site, including a map of placement points, description of signage and content, dimensions, attachment information, and the timetable for installation and removal - please note Signage external to the event site should be limited to directional signage only, i.e. no promotional signage or advertising signage may be placed on public spaces.
* All other signage must be internal to the site and where practicable not visible to the general public outside the event site.
* Signage internal of the event site should include First Aid/Medical location/s and emergency exit gates.
* Where an event is likely to have major traffic impacts (i.e. road closures or changed traffic conditions) advance notification signage will be required to be in place 2 weeks prior to the event to notify users.
	+ 1. Event signage at Council owned spaces is subject to approval and covers a range of signage purposes including promotional, directional and traffic management related.
		2. The following points should be considered when planning your signage requirements for events in the Federation Council area.:
* Signage must not be attached to any part of a tree or existing structure within the event site.
* pole posters are considered litter and are not permitted in or around the public spaces.
	1. **Fireworks and Pyrotechnics**
		1. Council does not approve fireworks, but if you plan to have fireworks on Council owned or managed land you must submit still abide by Council’s Events and Festival Application Process.
		2. Council may also request the pyrotechnician to provide within 24 hours of the proposed display:
* Work Safe NSW Approval
* Copy of Pyrotechnic Security Clearance and Explosive License
* Worksafe NSW Fireworks Display Checklist
* Risk assessment site specific
* A copy of pyrotechnician’s certificate of currency of public liability insurance with a minimum indemnity of $20 million
* Fire ban exemption (if applicable).
* Copy of the Notification of the fireworks to the public (Council will do this on your behalf in the Council snippets in the Corowa Free Press or Yarrawonga Chronicles Newspaper)
* Copy of the letter drop to neighbouring properties notifying appropriately of the intended fireworks display.
* Site plan that includes:
* Ariel map of the site;
* Firing Point;
* Size of shells;
* Spectator viewing areas;
* Location of crowd control measures;
* Exclusion zone;
* Compass Point North.
	1. **Amusement Devices**

Please provide the Council’s Amusement Device Form available from the Council website to the Amusement Device Provider.

* Amusement Device Form
* Risk assessment for the operation of the device.
* Site Plan
* Copy of current certificates of registrations for the device issued by NSW WorkSafe
* A copy of certificate of currency of public liability insurance with a minimum indemnity of $20 million that list all devices.

# **PUBLIC HEALTH**

**6.1. Temporary Food Stalls**

Outline:

* List of food vendors
* Food safety plan
* Food Supervisor details
* Copies on food vendor public liability insurance
* Food and beverage entry and egress points
* Show on site plan

Please note – Event Organisers are required to keep a record of the Food Stall Registration Forms and Public and Product C of C for insurance for each food vendor.

**6.2. Alcohol Management Plan**

An alcohol management plan outlines the steps that will be taken to ensure that alcohol consumption is monitored and controlled within your event.

It may include the measures you will take to:

* Liquor outlets
* Copy of liquor licence
* Prevent the sale of liquor to minors and unduly intoxicated/disorderly persons
* Prevent access by minors to liquor service/sales areas such as segregated areas.
* The proposed location of alcohol service/sales areas and any dry areas
* The proposed timings of alcohol service/sales
* The number of security personnel who will manage the area
* The type of alcohol that will be available
* The containers in which it will be served (plastic or cardboard containers required for outdoor events)
* Provisions for container collection during and after the event
* It should also include the name, contact details and RSA Certificate(s) of the person(s) that will be managing the sale or service of alcohol at your event
* Water access points.
* Show on site plan.

**6.3. Toilets / Family Room**

Please refer to the Festival and Events Guidelines on the Council website for the recommended toilet facilities based on your event concept.

Outline:

* Number of toilets
* Location
* Accessible toilets
	1. **Water**

Outline:

* Water access points
* Portable water
* Signage
	1. **Shelter**

Outline:

* Shelter and shaded areas should be available (including First Aiders).
	1. **Waste Management Plan**

Your event waste management plan helps to identify what kinds and how much waste your event will generate and how you plan to collect and remove that waste.

Outline:

* Types of waste.
* Provide the names, roles/positions and phone numbers of key event contacts for waste management.
* Provide details of the number of bin stations (waste plus recycle bin) required for the public and for back of house, including food & organics bins for stallholders, etc.
* Show on site plan.
* Where and when the bins will be delivered, and when they will be removed off site
* Any other waste facilities required.
* List what actions will be carried out to promote appropriate disposal of waste and recycling before and during the event, such as PA announcements that bins are available.
* List the actions to be completed before the event, indicating who is responsible for this task.
* List the actions to be completed during the event, indicating who is responsible for this task.
* List items requiring action after the event with the name of the person responsible.
	1. **Noise Management Plan**

Outline:

* All noise management plans must include
* Information on event type, sources of sound and operating dates/times
* Description of the sound system to be installed
* Event Contract – for the community
* Contact number – for council
* Resident and street trader notification plan / letter
* Complaints handling procedure
* Details of how you plan to monitor and manage the noise.
* Times and locations for monitoring
	1. **Market Stalls**

Outline:

* Stallholder list
* Copy of Stallholder form that indemnifies the Federation Council
* Entry and egress points on site plan

Please note – Event Organisers are required to keep a record of the Stallholder Forms and Public and Product C of C for insurance for each stallholder.

* 1. **Health Promotion Plan**

Such as:

* Glass containers are not permitted
* Smoke free event
* Don’t drink and drive promotion
* Food and snacks will be available
* Mosquito replant available
* Sun screen available
* Public announcements etc.

# **TRAFFIC MANAGEMENT AND PROPOSED ROAD CLOSURES**

**7.1. Special Event and Proposed Changed Traffic Conditions**

All proposed Special Event Road Closures within the Federation Council LGA require an application to the Local Traffic Committee at least 3 months prior. Forms are available on the Council website.

7.2. Application should include current and relevant

* Traffic Guidance Schemes (TGS)
* Transport Management Plan (Transport for NSW)
* Notice of Intention to Hold a Public Assembly (NSW Police)
* Traffic Management Company Details
* Risk Assessment
* Evidence of notification of proposed road closure to emergency services
* Copy of Certificate of Currency of Public Liability with Federation Council, NSW Police and Transport for NSW as interested parties.
* The use of heavy vehicles and whether their thoroughfares have weight limits
* Heavy vehicle detour routes, if applicable
* Wayfinding plan between transport hubs and the event
* Variable message signs

**7.3. Communication and Public Consultation**

* Letters to residents and traders
* Special Event ad (including impacted streets and roads)

Council on your behalf will include Special Event add the in the Council snippets in the Corowa Free Press or Yarrawonga Chronicles Newspaper)

# **CONTINGENCY PLAN**

* + Plan in place for high-risk situations

# **INCIDENT MANAGEMENT PLAN**

**Event / Incident Control Centre**

* Location, operation, communication tools.

**Emergency Management Plan**

Formal Plan developed. This should be provided as a separate document and include:

* Incident Management Contact Details
* Chain of command.
* Fire Fighting Equipment and shown on site plan.
* Copy of Incident Report Form.

**First Aid**

* First aid provider and first aid station
* Shown on site plan
* Signage

**Lost Children**

* Arrangements.
* Included in risk assessment.
* Show on site plan.
* Signage.
* Public announcement system

**Stolen Property**

* Arrangements

# **Risk Management**

* Completed and signed risk assessment

# **Cash Handling**

Outline:

* Cash Handling Process

# **SITE PLAN**

* 1. Include an extensive site plan that includes:

**Access**

* Entry and exit points
* Emergency services entry and exit points
* Vehicle routes
* Paths and lighting for pedestrians
* Parking and no parking areas
* VIP and Media areas
* Parade route

**Structures**

* Communication centre / command HQ
* Stage and other structures, such as barriers
* Entertainment areas / activity areas
* Restricted access areas
* Liquor outlets and consumption areas
* Food vendors / stalls
* Toilets
* Sound and lighting control points

**Facilities**

* Seating
* Security guards
* Lost children area
* Rubbish bins
* Power outlets / water points / gas cylinders
* Fencing
* Firefighting equipment
* First aid
* Facilities for people with disability

# **COMMUNICATION PLAN**

Outline

* A plan showing how you plan to communicate with stakeholders before, during and after the event.

# **ACTION PLAN**

Develop an action plan to assist with planning for your event

Include:

* Milestones and Dates
* Responsibility

# **PRODUCTION SCHEDULE**

Develop a production schedule or run sheet for on the event day.

Include:

* Bump in / out
* Program of artists and times

# **FINANCIAL PLANNING**

## **16.1. Budget**

Please include a comprehensive budget that covers income, expenditure and profit and loss.

*Identify all income and expenses associated with the event/s. Create an excel spreadsheet and transfer to the Event Management Plan. Include your cash and in-kind income and expenditure (as below).*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Supplier** | **Cash Budget** | **In-kind** **Budget** | **Actual (YTD)** |
| **Income** |  |  |  |  |
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| **Expenditure** |  |  |  |  |
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| **TOTAL** |  |  |  |  |

## **4.2. Financial Support**

## Organisation name, contact name, contact details and financial contribution.

**4.3. Sponsorship**

* Sponsorship Prospectus including packages
* List of sponsors and level
* Sponsor delivery plan