

**Disclaimer:**

*This information has been developed to assist in the preparation of an event management plan. The template is for information purposes only and does not constitute advice or approval and cannot be relied upon as an indication of the approval of any application for an event. It should not be relied upon to cover all aspects that should be considered in the preparation of an event management plan, as there may be event/site specific matters that will impact on the application of this template. It is the user's responsibility to determine whether the template is suitable for their purpose and to make any necessary amendments. To the extent permitted by law, the council expressly disclaims liability for any loss, however caused and whether due to negligence or otherwise, arising directly or indirectly from the use of or reliance on, this template or any of the information contained in it, by any person.*

## **Event Management Plan**

**Prepared by:** <name, group/organisation>

<event name>

<event date>

<event time>

This document provides an overview of the event management for the <event name> event and is to be read in conjunction with relevant supporting documentation.

**SAMPLE**

*Points and questions listed below are prompts to assist event organisers.*

*Organisers are to amend and update the document to their needs and delete any sections or areas that are not relevant. For larger scale events, significantly more detail along with safety and emergency management planning may need to be included in the event management plan.*

## **1. EVENT DETAILS**

### **1.1. Event Overview**

Name, date, time, location of event.

### **1.2. Event Program**

<details of the event program, a poster of flyer could be attached if relevant>

### **1.3. Background & Purpose**

<brief summary of the event background and purpose>

### **1.4. Event Patrons**

<how many people do you expect to attend the event and from where>

### **1.5. Entry & Fees**

<is the event free, pre-purchased tickets, or fees on entry – how much does it cost & how is this to be managed>

### **1.6. Staff and Volunteers**

<how many staff and volunteers will be working or helping at the event and in what roles – possibly consider including a copy of roster>

## 2. ORGANISER

<Details on about the group organising the event>

### 2.1. Event Manager / The Responsible Person

Name, title, contact mobile, email address

### 2.2. Public Liability Insurance

<attach a copy>

## 3. APPROVAL PERMITS FOR THE EVENT

Permits to be obtained from Corangamite Shire Council or other agency.

This may include but not limited to:

- Venue hire
- Temporary road closure
- Place of Public Entertainment (PoPE)
- Local Law Permit
- Other agency or authority permits
- Temporary liquor licence

## 4. SITE CONSIDERATIONS

### 4.1. Temporary Structures

<details on any temporary structures such as stages, marquees, etc>

### 4.2. Temporary Event Signage

<details on any temporary signage that is being installed – i.e. sponsor, directional, first aid>

### 4.3. Power

<details of any equipment requiring power and where the power is being sourced from>

### 4.4. Litter and Waste

< details of who will be collecting litter and additional waste management actions - i.e. extra bins>

## 5. PUBLIC SAFETY & HEALTH

*The responsible person is to ensure public safety is maintained in the running of this event.*

### 5.1. Water

<is free water available to event patrons>

### 5.2. Toilets

<what toilets are being used for the event, how many, is it sufficient>

### 5.3. Event Cleaners

<do you need to arrange cleaners for the toilets, venues and or/litter collection – what supplies do they need>

### 5.4. First Aid

<do you have relevant first aid>

### 5.5. Fire Equipment

<details on the fire extinguishers on site and their locations>

### 5.6. Security / Crowd Control

<details on how crowd control will be managed>

### 5.7. Emergency Access

*Vehicle thoroughfares should be maintained at all times. There is to be a clearance are of 3m to allow emergency service vehicle access. The entry of emergency vehicles is to be pre-planned to ensure prompt response in case of an emergency.*

<process for emergency service vehicle access>

## 6. TRAFFIC & PEDESTRIAN MANAGEMENT

<Traffic Management Plan, details on Traffic Management Company, how is pedestrian flow to be managed>

## 7. COMMUNICATION

<who are the interested parties of the event and how have they been informed>

*(examples may include general public, emergency services, key stakeholders, residents)*

## 8. PROMOTION & ADVERTISING

<Include details of how the event has been promoted>

Examples may include:

- Websites;
- Newspaper;
- Radio;
- Flyers / posters;
- Social Media (Facebook, Instagram);
- Temporary Signage

**Event Budget**

Item	Details / Description	Proposed \$	Notes
<b>INCOME</b>			
Organisation contribution	total investment (\$)		
Door sales			
Sponsorship			
<i>name</i>			
<i>name</i>			
Grants			
<i>name</i>			
<i>name</i>			
Raffles			
Fundraising			
Other			
<b>Total Income</b>		<b>0</b>	
<b>EXPENDITURE</b>			
Administration			
Venue Hire			
Public Liability Insurance			
Sound /lighting equipment			
Signage			
Marketing & Promotion			
Program / Flyer Design			
Printing			
Entertainment			
Sound / lighting operator			
Photography			
Contingency			
Other			
<b>Total Expenditure</b>		<b>0</b>	

**PROFIT / LOSS**                      **0**

**Event Program / Flyer**

Include a copy of the event program and/or flyer

[Add Key Event Info Here!]

[Don't Be Shy— Tell Them Why They Can't Miss It!]

[Add More Great Info Here!]

[You Have Room for Another One Here!]

[COMPANY NAME]

[Street Address]

[City, ST ZIP Code]

[Telephone]

[Web Address]

[Dates and Times]

[Dates and Times]

[EVENT DATE]

[EVENT TITLE HERE]

[Event Description - add]

[To replace any tip text with your own, just click it and start typing. To replace the photo or logo with your own, right-click it and then click Change Picture. To try out different looks for this flyer, on the Design tab, check out the Themes, Colors, and Fonts galleries.]

replace with LOGO

**Site Plan**

For a smaller event this may include a floor plan layout – a simple example is shown below.



**Contact List**

NAME	COMPANY	ROLE	MOBILE

**Event Run Sheet / Project Task List**

DATE	TIME	ACTION	LOCATION	WHO



**Risk Management Planning**

**RISK MANAGEMENT ASSESSMENT FORM**

Activity/Event:

Description:

Date(s):

Location:

Risk / Hazard Details	The consequence of an event happening		Risk Rating	Action Plan / Treatment	Person Responsible	Timeframe for Completion	Status
	Likelihood	Consequence					
Sunburn	B	3	High	Free sunscreen to all event patrons available at first aid. Branded signage installed	Event Manager / Signage Officer	Sunscreen and signage to be installed on the day, prior to 0830	Sunscreen purchased and signs produced.
Slipping on wet surface	C	3	Medium	Install wet floor signs around wet areas	Signage officer	Signs in place on the day, prior to 0830	Signs produced and ready
Dehydration	D	3	Medium	Provide free water to all event patrons. Available at first aid. Branded signage installed	Event Manager / Signage Officer	Water delivered and signage to be installed on the day, prior to 0830	Water purchased and signs produced.

***Certificate of Currency – Public Liability Insurance***

Include a copy of the Certificate of Currency in the Event Plan.

SAMPLE