

EVENT MANAGEMENT PLAN

[Type event name]

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This template is not limited to the information contained and not all sections will be applicable to your event. Please provide any additional information that may assist with the management and planning of your event.

This Event Management Plan provides the event management procedures to be followed by the event organisers for a smoothly run and successful event. It can be used as a guide by streamlining your approach to planning. The plan provides protection to event participants, organisers and the general public.

INTRODUCTION

Event Information

Event Name	
Date	
Organiser	
Contact Details	
Location of event	

EVENT DETAILS

2.1. Event description

Outline of your event. Eg. duration, type of event, etc.

2.2. History

Brief overview of how long event has been running, audience, etc.

2.3. Objectives

What are the outcomes you want to achieve?

2.4. Event Start and Finish Times

2.5. Participant Details

2.6. Format of Activities

What is the intended event program?

2.7. Insurance

Please include a copy of your insurance if available.

Insurer			
Address			
Phone		Fax	
Email			
Policy Number			
Public Liability Value and Asset Value:			

EVENT REQUIREMENTS**3.1. Communication Procedures**

How will you communicate with the participants and event staff during the event?

How will you communicate with the public?

How will communication be conducted in the event of an incident?

3.2. Incident/Accident Procedures

What is to happen in the case of a major and minor incident?

Will portable fire protection equipment be located throughout the venue?

3.3. Incident Management Contacts

Position	Name	Contact
First Aid Officer 1		
First Aid Officer 2		
Incident Officer		
Police		
Ambulance		
Fire		
Hospital		
Council – Event Facilitator		
Council – Environmental Health		
Council – Open Spaces		

3.4. Incident Reports

Incidents are to be recorded in the following format:

Date & Time of Incident	Description of Incident	Persons Involved (Name, address, ph)	Action taken

PUBLIC HEALTH

4.1. Temporary Food Stalls

Will you or other vendors at the event be selling any article of food?

List the food vendors and type of food provided:

Business/Vendor Name	Contact Phone	Type of Food	Council Permit

You will need to provide evidence of the vendor’s council permit for the operation of their stall.

4.2. Alcohol

If you intend to sell or supply alcohol at your event you will be required to obtain a liquor licence, two months prior to the event, from the Department of Racing, Gaming and Liquor.

Will alcohol be available at your event?

If yes, will it be sold and consumed or BYO?

4.3. Toilets

You will need to supply adequate facilities for the number of patrons attending your event. You should also consider people with disabilities. Facilities will also need to be regularly cleaned and restocked. The following table can be used as a guide to determine the facilities you may need.

Table 1. Facilities for events where alcohol is not available.

Patrons	Males			Females	
	Toilets	Urinals	Hand basin	Toilets	Hand basin
<500	1	2	2	6	2
<1000	2	4	4	9	4
<2000	4	8	6	12	6
<3000	6	15	10	18	10
<5000	8	25	17	30	17

Table 2. Facilities for events where alcohol is available.

Patrons	Males			Females	
	Toilets	Urinals	Hand basin	Toilets	Hand basin
<500	3	9	2	13	2
<1000	5	10	4	16	4
<2000	9	15	7	18	7
<3000	10	20	14	22	14
<5000	12	30	20	40	20

How many toilets will be provided?

Male

Female

Accessible

Who will be responsible for cleaning?

How often will they be cleaned?

4.4. Water

4.5. Waste Management

If you require bins and waste disposal you will need to organise this with a Waste company of your choice.

What arrangements have been made for extra bins?

What arrangements have been made for removal of rubbish?

4.6. Nuisances (Noise, Dust, Light, Odour)

Describe activities/mechanisms likely to create a nuisance.

How will any potential nuisances be monitored, minimalised or controlled?

PUBLIC SAFETY

5.1. Lighting and Power

Adequate lighting is required for all events/venues including darkened events. Lighting should identify entry, exits and aisles, etc. Should electrical supply fail, auxiliary battery or generators should be on standby for powering lights and communication systems.

Do you have emergency lighting/power: Yes No

If yes, describe the system:

Certified Electrician:	Phone:
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5.2. Temporary Structures

If you have large infrastructure or numerous quantities delivered/collected from your venue, you may be required to have a management plan for this task. I.E. storage containers unloaded from truck at park.

Structural Engineer's Certificate of Compliance for any temporary structure may be required. *Consult with Douglas Shire Council staff if temporary structures are required.*

List details:

Stages & Platforms
Break-away stage skirts
Seating
Marquees/ Tent

5.3. Security and Crowd Control

Different events will require different types or combinations of security. You will need to look at the risks involved by considering 'What could happen' and 'What if' scenarios.

What type of security has been selected for the event?

Number of security at event:

Company Name:	Licence details:
Contact:	Phone:
Police contact :	Phone:

5.4. Public Assembly

If you enclose/fence off your event, ensure that you have adequate entry and exit points. They are required to be kept clear at all times. Specific requirements may vary according to different events.

If you are fencing off the boundary of your event, restricting access and egress you will need Council authority.

5.5. Lost property/children

What arrangements have been made for lost or stolen property/lost children?

5.6. Fireworks & Pyrotechnics

You are required to obtain an approval from Douglas Shire Council if you are using fireworks and pyrotechnics as part of your event. Displays can only be held when conditions are permitting.

Company Name:	
Contact Person:	Phone:

EVENT PROMOTION

6.1. Ticketing

Are there tickets for the event?

If yes, how will they be sold (pre-sold, at the gate)?

6.2. Signage

Will you require a road banner? *You will need to complete the appropriate application.*

Will the following signage been installed:

- | | |
|---|------------------------------------|
| <input type="checkbox"/> No smoking | <input type="checkbox"/> Parking |
| <input type="checkbox"/> Entry/ exit | <input type="checkbox"/> Toilets |
| <input type="checkbox"/> Rules relating to alcohol consumption | <input type="checkbox"/> Water |
| <input type="checkbox"/> Information/communication/ incident area | <input type="checkbox"/> First aid |

6.3. Health Promotion

List any messages to be promoted on the day:

6.4. Promotion

What, when and where will advertising be conducted?

BUSKING/ STREET PERFORMANCE

If there are buskers at your event they will require a permit from Douglas Shire Council.

Will there be busking/street entertainment?

Permit number:	
Person responsible:	Phone:

TRAFFIC MANAGEMENT

If you are proposing to close a road/footpath or change normal traffic condition, and it is supported by the road managers, then you will be required to provide a **traffic management plan** that is developed by a qualified traffic management company. You will also be required to apply for a **Road Occupancy Permit**.

Please consult Douglas Shire Council if you require more information.

Could your event impact the normal use of roads/footpaths in and around the event site? Yes No

SITE INSPECTIONS

Inspections shall be undertaken as required and could be at any of the following occasions:

- Before the event
- During the event activities
- After the event activities and closing down

The Site Plan should include the follow, if applicable:

- First Aid/Incident Control
- Emergency Access
- Food vendors
- Bars and consumption
- Fenced areas – include entry and exit points
- Security
- Marquees
- Seating structures
- Stages
- Parking
- Smoking area
- Shelter
- Busking/ street entertainment
- Roads which may be effected
- Mains power control
- Lighting
- Water
- Gas cylinders
- Toilets – male/ female/ accessible
- Rubbish bins
- Amplified noise – including direction
- Media
- Children’s entertainment – jumping castle/rides
- Animal nursery
- Lost property

CONTINGENCY

Should there be any negative impacts on your event, ensure you have considered a contingency plan. I.E. rain, loss of power, alternative venue.

OTHER INFORMATION

RISK ASSESSMENT

This template will assist you to identify the associated risks as well as document how you plan to control or eliminate these risks. It will protect not only you and your staff, but also those attending your event, the environment and the reputation of everyone involved.

To complete this template you may need to replicate or print multiple copies of the below table to ensure that all risks have been captured.

Please ensure that following areas have been addressed:

- Bump-in (set-up of event)
- All activities taking place (rides, stall holders, infrastructure suppliers, etc)
- Licensing of activities (liquor, fireworks, noise, etc)
- Incident procedures/ Emergency Plans (focus on communication, especially warning, arrangements include: Wardens/ First Aid)
- Bump-out (pack-down)

Determine Risk Score

		Criteria	Consequence (C)				
			1	2	3	4	5
			Insignificant	Minor	Moderate	Major	Critical
		Medical (Will someone get hurt?)	Treatment – immediate with full recovery	Health Professional – immediate with full recovery	Short term hospital or convalescence – with full recovery	Long term hospital or convalescence with less than full recovery	Death
		Damage to Plant/ Equipment (Will something get broken?)	Minor repair	Equipment out of service for 1 day	Equipment out of service for 1 week	Equipment out of service for weeks	Not repairable
		Environmental Impact (Will it damage the Environment?)	Limited loss of individual plants/ animals.	Self repair of ecosystem or landscape in 6 months	Self repair of ecosystem or landscape in 12 months.	Recovery of ecosystem or landscape with support	Ecosystem or landscape will not recover.
		Newsworthy (Might it make the media?)	Organisation	City	Region	State	Nation
Likelihood (L)	A	Almost certain to occur	M (11)	H (16)	H (20)	VH (23)	VH (25)
	B	Likely to occur frequently	M (7)	M (12)	H (17)	H (21)	VH (24)
	C	Possibly and likely to occur at some time	L (4)	M (8)	M (13)	H (18)	H (22)
	D	Unlikely to occur but could happen	L (2)	L (5)	M (9)	M (14)	H (19)
	E	May occur in rare and unusual circumstances	L (1)	L (3)	L (6)	M (10)	M (15)

Determine Risk Treatment Guide

Once the Risk Score has been determined, use the table below to plan and implement treatments based on the following:

Risk Score	To reduce the risk, you must	
VH – Very high	Act immediately to reduce the risk by Elimination, Substitution or Engineering – and support these by administrative controls.	Reliance on Procedural and/or Personal Protective Equipment is not acceptable.
H – High	Act soon to reduce the risk by Elimination, Substitution or Engineering and supported by administrative controls.	Procedural or Personal Protective Equipment must not be the permanent control.
M – Medium	Take reasonable steps to reduce the risk until Elimination, Substitution or Engineering controls can be implemented. Procedural or Protective Equipment (PPE) can be put in place.	
L – Low	Take reasonable steps to reduce or monitor the risk at the source. Permanent controls include Elimination, Substitution, Engineering, Procedural or Personal Protective Equipment.	Procedural or Personal Protective Equipment may be the permanent control.

Event management plan

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Running Sheet Process/Task/Activity What activities are you doing?	Risk	Risk Description 1. What might happen? 2. How it might happen? 3. Why it might happen?	Risk Score (a risk score captures the likelihood of a consequence) See below for guidelines			Risk Control/Treatment (Use the Determine Risk Treatment, page three)
	Yes or No		C	L	Given existing controls	
Eg. Birthdays party with marquee	Y	1. Break irrigation pipe 2. Pegs 3. Pegs too long	3	C	M(13)	Sand bags instead of pegs.