

EVENT MANAGEMENT PLAN TEMPLATE

Project Title	
Venue	
Date/s	

Document History

Version No.	Date Draft Created	By Whom	Details/Amendment to Draft
01			First draft
02			Final Version
03			Event Additions
04			
05			

Disclaimer

This template highlights a number of key issues to consider when organising an event, however it is a guide only and may not cover every issue that an event manager might encounter. It is recommended that the event manager identify those parts of the template that applies to their particular event.

Council is available to provide guidance and direction to help ensure that the event meets all requirements and is run safely and successfully. However, it remains the event manager’s responsibility to seek additional information where required and to ensure that all approvals have been obtained.

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Event Details

Event Overview

Event	
Event Address	
Event Dates/Times	
Expected Attendance	
Event Description	
Target Audience	
Stakeholders	
Promotion and Advertising	

Event Contacts

Main Contact

Contact Name	
Event Role	
Contact Number	
Contact Email	

Insert Second Contact Here

Contact Name	
Event Role	
Contact Number	
Contact Email	

Key Event Contacts

Insurance Details

Event	
Staff and Suppliers	

Attach Copy of Certificate of Currency for the event.

Attach Copy of Certificate of Currency for other organisations eg. people conducting riding displays etc.

Key Contractors – update and insert fields as required for key contractors

FUNCTION	CONTACT	ROLE / DESCRIPTION	EMAIL and PHONE
Property Owners			
Staging/ Lighting supplier			
Security			
Tas Police	New Norfolk Police	Police	131 444 (Police radio room)
Key Event Contact			
PA System			
Road Closures			
St Johns Ambulance			
Tas Fire			000

Site Map

Please attach site map

Weather

Weather

Safety Management

Safety Management Plan

Risk Assessment

Attach Risk Assessment Document and provide further information as required.

Prohibited Items

- *Eg. BYO Alcohol*
- *Pyrotechnics*
- *Accelerants of any description*
- *Flammable substances*

Security

Details of Services available	
Security Provider	
1 st Aid Provider	

Crowd Flow and Management

Parking and Drop-offs/Pick-ups

Contractor Deliveries	
Contractor / Staff Parking	
Patron Drop-offs/Pick-ups	
Access Patron Parking	
Emergency Services	

Traffic Management

Traffic Management

Communications Management

Communications Protocols
Event Communications

Emergency Management

First Aid	
Details of Services available	
First Aid Provider	
First Aid Location	
Rostered Hours	

Emergency Evacuation

Incident Reporting

Noise Management

Waste Management and Cleaning

Waste Management	
Details	
By Who and When	

Cleaning	
Details of Services available	

Amenities – Toilets

Toilets	
Allocation	Location

Power and Lighting

Event Power

Power

Gas and Water

Gas Supply

Water Supply

Accessibility

General Accessibility

Access to Event Locations

Accessible Emergency Procedures

Food & Beverage

Food Vendors

Beverage Vendors

Appendices

Eg. Certificate of Currency, Risk Management Document, Traffic Management Plan etc.