

Event Checklist

Planning:

- Set up a meeting with your organising committee to decide the event concept and purpose
- Check the proposed date with other events in the area
- Look at potential sites and enquire about availability
- Set the date, time and location of the event
- Set up a budget
- Sponsorship opportunities explored
- Book venue

Liaison:

- Confirm the people involved in delivering the event
- Invite the general public, VIPs

Bookings:

- Confirm the contractors required (stage, lighting, generators)
- Book entertainers, performers and/or speakers
- Gather agreements (contractors, stallholders, performers)

Permits and applications:

- Apply for Temporary Structures & POPE Permits (stages, marquees, fencing, jumping castles)
- Obtain permits and permissions from authorities (APRA, neighbours, landowners)
- Confirm any bonds / fees payable
- Consider accessibility
- Seek permits for food and beverage requirements
- Arrange toilets (fixed and portable)
- Plan alcohol management (if applicable)
- Arrange fireworks approval (if applicable)

Risk Management:

- Emergency Response Plan (evacuation procedures, security, crowd control)
- Risk Management
- Consultation with Emergency Services (Police, CFA and Ambulance Vic)
- Check Public Liability Insurance for all contractors
- Book First Aid Services
- Waste management measures to be confirmed
- Create an event site map
- Create a traffic management and car parking plan
- Consider water access
- Engage volunteers and staff to work at the event
- Notify surrounding residents of the event details

Post-Event:

- Evaluation of the event
- Thank those involved in the event