

4. All About the Site Plans



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Site mapping refers to marking out stages, marquees, stalls, rides and other structures at your event, and shaping the space in between. The layout of your event can affect the atmosphere, and is vital for planning emergency routes, power supplies, and determining whether you have enough space for everything planned.

Choosing your Venue

Correct venue selection can determine the success of your event. You might want to consider:

- Can your venue cope with the amount of people expected?
- Is there adequate parking available?
- Is it accessible by public transport?
- Are there protected trees or garden beds that need to be accommodated?

Once you have selected your venue, a site plan can be developed.

Site Plan Example - Malahang Community Festival

Malahang Community Festival - Site Map



MAPKEY	
	Stall supplied infrastructure
	White line supplied Marquee
	Power required
	Generator
	Table
	Stage
	Chalkboard
	Nollie the Cateran

Back of House	General stalls
1. Event Control	29. Michelle McGowan
2. Green Rooms	30. Pinar Moon Cards
3. Dressing room 1	31. Lily's Scent
4. Dressing room 2	32. Insee Bruskal-Meigs
5. Main stage side of stage	33. Cindy Cheng
6. First Aid	34. Women of West Heidelberg
7. Rushing Pitch	35. Aus Breastfeeding Assoc
8. Studio F side of stage	36. Jenny Macklin MP
9. Studio E front of house	37. Henry Haulers
10. Consultation chalk board	38. 3000 Connect, D40K
11. Consultation chalk board	Banyule Health, E-Focus
Council stalls	39. St James 3081
12. Early Years	40. Immanuel's Bags
13. Customer Service	42. Anthony Carlines
14. Nollie the Cateran	43. SAWOR
15. BILFAM	44. Muslim Prayer tents
16. Watermarc	45. Nil Somali Community
17. Enviro	46. Patricia Fitzgerald
18. Youstians	47. Liberal Party
19. Iets-ous	48. Medibank
20. Healthful	49. Olympic Adult Ed
21. Safety-ous	50. Greens Party
Food Stalls	51. Sea Shepherd
22. SALT Foundation	52. Silver Age Jewellery
23. Chris' BBQ	53. Iona Reserve
24. Tasty Treats	54. Friends of Darbin Creek
25. Espresso Mobile Cafe	55. Mordial Energy Found
26. Goodness Queens	56. Yarra Valley Water
27. Leah's Choice	57. Skateboard Vic
28. Les Cooper Gourmandes	58. Festivals Plus
--- Zebra Insectarium (Living)	59. Rachael's Crafty Gals
Activities	60. Ribbon & Wood
61. Nollie Heidelberg Sports	61. Neighbourhood House
62. Face Painting	62. SES
63. Heidelberg Scouts f	63. Vic Police
Jumping Castle	64. Mordial Fire Brigade
64. Fruit sculpting	71. Amy Conley
65. Youth Foundation	72. Olympic Village Pen-sioners Assoc
climbing wall	73. East Prunhoe Dance Sch
66. Westside Circus	

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It is important to put time and thought into the site plan. It is essential that you have a detailed, clear and accurate plan to give to contractors, security, Council and other stakeholders.

Here's a list of things you might like to think about as you draw up your site plan:

- Festival/event area including surrounding streets
- Market and food stalls
- Entrances and exits
- Emergency entrances and exits (ensure these are large enough for a vehicle – such as a fire engine – to enter)
- Parking areas including accessible parking
- Liquor licensed areas
- Main performance areas
- Entertainment sites/non stage areas
- Seating
- Toilets (include number)
- Water access
- Tables and chairs
- Rubbish bins
- Vehicle access routes for stall holders and performers (and any allocated parking)
- First aid/ambulance
- Generators and power leads
- Fire fighting equipment (e.g. extinguishers)
- Information/event management office
- Amusements
- Stages and marquees
- Carnival rides
- Adjacent property owners e.g. railway land, shopping centres, etc
- Public transport stops (if in immediate site plan)

