

Event Plan Checklist

Use this checklist for your event plan submission. Not all elements will be applicable to all events. Please contact us if you are unsure of which items to include for your events.

Event details overview

- event date, location and time
- event organiser details, and
- event description – purpose/aim.

Event running sheet

- bump-in and bump-out times, and
- event timings.

Contact list

Public Liability Insurance

Stakeholder notification plan

- stakeholder checklist
- stakeholder letter(s)
- community and public consultation
- newspaper advertising (road closures), and
- other notification methods.

Signs

- directional, and
- commercial.

Infrastructure and facilities

- power / generator provision
- infrastructure
- drinking water provision, and
- toilet facilities.

Vehicles, parking and access permission

- vehicles permission/requirements
- reserved parking permits, and
- area access pass.

Noise and music management strategies

- sound technician
- APRA AMCOS licences, and
- PPCA licence.

Emergency and risk management

- risk management plan/checklist
- occupational health and safety officers
- emergency contact list
- safety and security plan
- first aid
- high risk hazards (fireworks, amusement rides)
- weather contingency.

Sustainable events

- water management
- waste management.

Occupancy permits – building

- temporary structures, and
- Place of Public Entertainment (POPE).

Site plan

- location/dimensions of all aspects
- access and egress points (pedestrians, accessibility and emergency services)
- trees and weight loading considered
- vehicle routes
- key, and
- event operations centre.

Pedestrian management plan

- crowd management.

Traffic management plan

- road closure adverts
- traffic management in parks
- vehicle approval/authorisation
- track matting if on grass, and

Notifications to:

- Public Transport Victoria
- VicRoads
- Victoria Police, and
- Other authorities.

Accessibility

- accessible toilets, disabled viewing areas, hearing and mobility services.

Infrastructure and facilities

- power / generator provision
- infrastructure
- drinking water provision, and
- toilet facilities.

Food and beverage

- health permits, and
- Streatrader notifications and fees.

Alcohol Plan

- liquor licence,
- responsible service of alcohol, and
- alcohol management plan.

Waste management plan

- rubbish and recycling bins, and
- cleaning plan.

