



# Event Plan Checklist

Prepared by

Date

## Section 1

*This first section of your Event Plan will include a detailed description of event management information. Some sections may not be relevant to your event depending on the size, location and type of event.*

### Event Management

Name of Event Manager

Organisation/group

Address

Phone

Email

### Event Details

Name of Event

Date/s of Event

Time/s of Event

Set up times

Pack down times

Dates/ of Set up

Dates/ of Pack down

Location of Event

Website

Social Media Pages



## Event Details

Brief description of the event including its purpose:	
What is the age and cultural demographic of your audience?	
Has the event been held before? Please provide details	

Entry Fee (if applicable)	Number of Expected Attendees per day	Number of Event Staff	Number of Volunteers
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Budget

An event budget is fundamental to planning your event. Ensure every expense is detailed on your budget spreadsheet.

- ▶ Have you created an event budget?  Yes  No

## Site Management

## Site Map

A site map is an aerial view of the event site marked with the location of stage/s, stallholders, info tent, marquee/s, activities, amusements, first aid, toilets, drinking water, emergency services, entry/exits, emergency evacuation points, fire extinguishers and parking/accessible parking.

- ▶ Site Map provided  Yes  
please attach site map

## Event Infrastructure

All structures need to be weighted as pegging is not permitted under any circumstances.

External contractors delivering infrastructure must provide a Certificate of Currency – Public Liability Insurance of minimum \$20 million to the Event Organiser, as well as any other relevant documents such as a SWMS/JSEA

The location of all infrastructure should be clearly marked on your site map.

- ▶ Will you be installing marquees or umbrellas?  Yes, please provide details  No, go to next question

Contractor business name and phone number ▶

Quantity of marquees ▶  Quantity of umbrellas ▶

▶ Will you be setting up tables/chairs?  Yes, please provide details  No, go to next question

Contractor business name and phone number ▶

Quantity of each ▶

▶ Will you be setting up a stage?  Yes, please provide details  No, go to next question

Contractor business name and phone number ▶

Size: (H x W x D) ▶

▶ Will you be setting up Fencing?  Yes, please provide details  No, go to next question

If Yes please include this on your map

Contractor business name and phone number ▶

▶ Will your event require a POPE Permit?  
I.e. Is your event area enclosed,  
greater than 500m<sup>2</sup> and have  
more than 5000 people attending?  Yes please  
attach POPE  
permit  No

▶ Will you be providing any other  
additional temporary infrastructure?  Yes, please provide details  No, go to next question

Details ▶

## Stallholders - General

A stallholder is a person or organisation running a temporary stall at the event. Stalls can include those providing information to community, or a business who is selling a product for profit.

Please provide a complete list of all stallholders and mark their location on the site map.

Stallholders must provide a Certificate of Currency – Public Liability Insurance of minimum \$20 million to the Event Organiser.

▶ Will there be stallholders at your event?  Yes please attach  
complete list of  
stallholders  No, go to next question

Number of stallholders ▶

▶ Do you or any stallholders plan to run  
raffles or fundraising activities?  Yes, please provide details  No, go to next question

Details of activities ▶

# Stallholders - Food and drink

Please provide a complete list of food and drink stallholders and mark their location on the site map.

Stallholders must provide a Certificate of Currency – Public Liability Insurance of minimum \$20 million to the Event Organiser.

Please refer to the Event Planning Toolkit for more information regarding food and drink stallholders.

▶ Will you have food and beverage trucks, vendors or stalls at your event?

Yes  
please attach complete list of stallholders

No, go to next question

How many food and beverage stalls? ▶

▶ Have stallholders been provided with food safety and events information?

Yes

No

▶ Have you checked that each food stallholder is registered with Streatrader?

Yes

No

▶ Will food or drink be given out for free, or will food or drink be sold?

Free

Sold

▶ Will any caterers, food outlets or other stallholders be cooking with gas?

Yes

No

Ensure the Energy Safe checklist is completed at the event

[www.esv.vic.gov.au/merchandise/gas-safety-at-public-events/](http://www.esv.vic.gov.au/merchandise/gas-safety-at-public-events/)

▶ Will you or a community group be running a sausage sizzle as part of your event?

Yes

No

▶ Will there be stallholders selling/serving alcohol?

Yes  
please attach liquor licence

No

A Liquor Licence must be obtained from the Victorian Commission for Gambling and Liquor Regulation:

[www.vcglr.vic.gov.au/i-want/get-new-licence](http://www.vcglr.vic.gov.au/i-want/get-new-licence)

▶ Will your stallholders be bringing their own marquee/s?

Yes

No

Note: Majority of Banyule Parks and Reserves do **NOT** allow pegging.

Ensure adequate weights are used on marquees. Recommended to use cast iron or sandbags weights, minimum 20kg per leg for marquees WITHOUT walls and 40kg per leg for marquees WITH walls.



---

## Vehicle Access

Ensure vehicle access onto the event site is limited.

Council is required to grant permission for vehicles to enter Council parks and reserves.

- ▶ Do you require vehicle access for the purpose of loading /unloading equipment?  Yes, please provide details  No, go to next question

Details of requested vehicle access ▶

---

## Vehicle Movement Plan and Tree Protection Zone (TPZ)

Please provide a basic Vehicle Movement Plan for your site that ensure vehicles are not within close proximity to trees.

We can provide more information regarding our TPZ guidelines.

- ▶ Have you attached your Vehicle Movement Plan  Yes  No

---

## Audio/Visual Equipment

Contractors supplying audio/visual equipment must provide a Certificate of Currency – Public Liability Insurance of minimum \$20 million to the Event Organiser.

Please refer to the Event Planning Toolkit for more information on noise levels.

- ▶ Will you be using a PA system or any amplification at your event?  Yes  No
- ▶ Will you be engaging a contractor to supply audio equipment?  Yes, please provide details  No, go to next question

Contractor business name and phone number ▶

- ▶ Will your event comply with noise restrictions?  Yes  No

Considerations must be given to effectively manage noise levels to ensure they remain within the prescribed limits, particularly where there are nearby residential areas.

- ▶ Will you be engaging a contractor to supply visual/lighting equipment?  Yes, please provide details  No, go to next question

Contractor business name and phone number ▶

## Additional Contractors

Contractor business name and phone number ▶

Service/Equipment ▶

Contractor business name and phone number ▶

Service/Equipment ▶

Contractor business name and phone number ▶

Service/Equipment ▶

## Performers, MC and Entertainment

Performers and entertainers must provide a Certificate of Currency – Public Liability Insurance of minimum \$20 million to the Event Organiser.

▶ Have you confirmed your entertainment / performer run sheet?

Yes  
please attach a  
production schedule or  
run sheet

No

▶ Will live or recorded music be played?

Yes  
please attach APRA  
licence

No

▶ Will your event include buskers or street performers?

Yes

No

▶ Have any other activities been planned?

Yes, please provide details  No, go to next question

Details of activities and supplier/agent ▶

▶ If working with children, all activity providers and performers must provide a copy of their Working with Children Checks for each staff member

Yes

No  
performers/ activity  
providers will not be  
working with children

# Toilets

Adequate toilet facilities need to be available for patrons at your event. If there are insufficient public facilities available, portable toilets will need to be brought in, including accessible toilets.

External contractors providing toilets must provide a Certificate of Currency – Public Liability Insurance of minimum \$20 million to the Event Organiser.

The location of toilets must be clearly marked on the site map.

Please refer to the Event Planning Toolkit for more information.

- ▶ Are there public toilets available at your event venue?  Yes, please provide details  No, go to next question

Location ▶

Number of toilets ▶  Male  Female  Accessible

- ▶ Will Council toilets require additional cleaning?  Yes  No  N/A

- ▶ Will you require access to Council toilets before 9am or after 5pm?  Yes, please provide details  No, go to next question

Access times ▶

- ▶ Will you be providing additional toilet facilities?  Yes, please provide details  No, go to next question

Contractor business name and phone number ▶

Number of additional toilets provided ▶

▶ Please describe strategies for toilet cleaning throughout the event.

- ▶ Will there be baby change facilities available at the event?  Yes  No



## Waste Management

Adequate waste facilities need to be available for patrons at your event.

Identify how many bins (general, recycling or organic) are available at the venue, and if the number/variety will be sufficient with your event needs.

Please provide details of waste management for the event, including the provision of bins and plans for the removal or waste after the event.

External contractors providing bins must provide a Certificate of Currency – Public Liability Insurance of minimum \$20 million to the Event Organiser.

The location of bins must be clearly marked on the site map.

▶ How many bins are available at the event venue?

General

Recycling

▶ Do you require additional bins at your event?

General

Recycling

Organic

If additional bins are requested from Council, fees may apply.

Contractor business name and phone number ▶

▶ Do you have a cleaning strategy in place to ensure the event site is clear of waste during and following the event?

## Water

Events must cater for the health and comfort of patrons. Drinking water should be made freely available, or if not feasible, cost less than the lowest price of any other drink sold to patrons.

The location of drinking water facilities must be clearly marked on the site map.

▶ Is drinking water available on site?

Yes

No

▶ Will you be providing additional free drinking water at the event?

Yes, please provide details

No, go to next question

Contractor business name and phone number ▶





## Amusements

Event Organisers will be required to obtain from the contractor:

- Manufacturing standards compliance
- Operating procedures and compliance including JSA/SWMS document
- Work Cover registration
- Public Liability Insurance (minimum \$20 million)

- ▶ Will your event include amusement rides or similar entertainment rides?  Yes, please provide details  No, go to next question

Contractor business name and phone number ▶

Number of amusements ▶

Description of amusements including cost per ride ▶

- ▶ Will amusement rides be free or incur a cost to the patron?  Free  Cost  N/A

**INFLATABLES ARE NOT PERMITTED**  
(Unless approved by Council)

## Animals/Petting Zoos

External contractors engaged to provide activities must provide a Certificate of Currency – Public Liability Insurance of minimum \$20 million to the Event Organiser.

In the interest of good hygiene, full hand washing facilities must be provided.

- ▶ Will your event involve animals (e.g. pony rides, animal farms)?  Yes, please provide details  No, go to next question

Contractor business name and phone number ▶

Description ▶

- ▶ Will full hand washing facilities be provided to event patrons?  Yes  No  N/A

## Fireworks/Pyrotechnics

Events seeking to include fireworks must inform the Festivals and Events team (Event Application liaison) ASAP to further discuss.

WorkCover assesses pyrotechnic experience and qualifications to operate and discharge fireworks.

- ▶ Will the event involve fireworks, firecrackers or pyrotechnics?  Yes, please provide details  No, go to next question

Name of Licensed pyro technician ▶

Name of Licensed pyro technician ▶

## Power

If your event is held on a Council park or reserve, there may be capacity to utilise Council's power supply. Fees may apply. Please note, 3phase power is not available at all sites, it depends on the capacity of the switchboard to provide the service.

All power leads must be tested and tagged by a qualified electrician.

It is the responsibility of the Event Organiser to ensure all electrical equipment is tested and tagged. Inspection of tags can be carried out by viewing individual items and checking the expiry date. This would be performed as part of a prestart check / pre commencement audit.

- ▶ Will you be using any electrical equipment at your event?  Yes, please provide details  No, go to next question

Description of electrical equipment ▶

- ▶ Do you require access to Council power facilities?  Yes, please provide details  No, go to next question

Location and access times ▶

- ▶ Will you have an electrician working on the event?  Yes, please provide details  No, go to next question

Name of Electrician & Company ▶

- ▶ Will you have generators at your event?  Yes, please provide details  No, go to next question

Contractor business name and phone number ▶

Number of generators ▶

## Additional Lighting

If your event is being held at night, or the setting up and pulling down of the event takes place in the early morning or evening, adequate lighting will be required. This may include existing or temporary light structures.

For events taking place at night or in venues, emergency lighting should also be available and back-up power provisions should be made in the case of a power outage.

Please include additional lighting locations on your site map.

- ▶ What additional lighting will be available?

## Accessibility

Carefully consider accessibility at your event for people of all ages and particularly those with a disability to ensure that all members of the community can attend and enjoy the activities.

- ▶ Will there be accessible parking available?  Yes  No
- ▶ Are accessible toilets available?  Yes  No
- ▶ Can people utilising wheelchairs, mobility aids and prams easily access the event?  Yes  No
- ▶ Is the signage clear and directive enough for people who may have limited English?  Yes  No
- ▶ Will you be providing an Auslan interpreter at the event?  Yes  No

## Traffic Management & Parking

If you are planning to make any changes to traffic conditions, roads access or parking facilities during your event, permission must be granted by Council. A traffic management plan must be submitted.

If your event involves a road closure or changes to local traffic conditions an approved resident and business notification will need to be distributed a minimum of one week prior to the event to the affected residents and businesses.

Permission may need to be sought from some businesses and residents on some occasions.

- ▶ Do you require a road closure?  Yes please attach a traffic management plan  No, go to next question

Name of street & suburb ▶

Between streets (or properties) ▶

Requested road closure start day/time ▶

Requested road closure finish day/time ▶

Contractor business name and phone number ▶

- ▶ Do you require any temporary parking restrictions on any road surrounding your event?  Yes please attach a traffic management plan  No, go to next question

Name of street & suburb ▶

Details

Requested start day/time ▶

Requested finish day/time ▶

▶ Do you require full or partial temporary closure of Council carparks?  Yes please attach a traffic management plan  No, go to next question

Name of carpark ▶

Details ▶

Requested carpark closure start day/time ▶

Requested carpark closure finish day/time ▶

▶ Will your event be on a footpath?  Yes please attach a pedestrian management plan  No, go to next question

Location ▶

Details ▶

▶ Have you supplied a traffic management plan to Council?  Yes  No

▶ Have you supplied a resident/traders letter of notifications?  Yes please attach a copy  No, go to next question

## Security

Some events may require specific security arrangements including private security providers. Security needs to be considered if

- your event is expecting large crowds
- significant sums of money are involved
- alcohol is present
- if the protection of people or assets is required

▶ Will you be engaging a private security provider?  Yes, please provide details  No, go to next question

Contractor business name and phone number ▶

Number of security/crowd management staff ▶

Security role and responsibilities ▶

Areas where they will be located ▶

## VIP Invitations

Invitations to the Mayor and Councillors must be sent out at least 2 weeks prior to the event date.

Invitations must include details on date, time, location, program of events and parking.

All events receiving Council funding should invite the Mayor and Councillors to the event.

- ▶ Do you plan to invite the Mayor and Councillors to your event?  Yes  No

- ▶ Do you require the Mayor and/or Councillors to have a role in the event, e.g. speeches?

- ▶ Do you intend to invite State and Federal MP's to your event?  State MP's  Federal MP's

- ▶ Are you planning a Welcome to Country to be part of the event?  Yes, please provide details  No, go to next question

Details ▶

## Communication

- ▶ How will the event management staff communicate with other staff and volunteers and members of the public?

For example: 2 way radios, PA system, info tent, megaphone etc

Please provide details.



---

# Event Program

## Event Program

Please complete the template below or alternatively, provide a detailed run-sheet or production schedule separately.

Time	Activity	Location

## Marketing and Advertising your Event

Please note: If your event has received funding from Banyule Council, the council logo must be present on marketing material, and approved by Council.

### Marketing Plan

Provide an overview of your marketing strategies.

Printed collateral (Flyers, posters, programs)	
Distribution of printed collateral	
Email Marketing Campaign	
Social Media Plan	
Website and Digital Media	
Advertising (Radio, local newspaper, TV, What's on Event Listings)	
Media Releases	
More Info/Other Marketing	

Will you be displaying signage at any of Council's available billboard sites?

Yes  
signage must be approved by council before being displayed.

No

To book a location visit: [Temporary Advertising Sign Application | Banyule Council](#)

### Resident Notification

Please send all surrounding residents notification 2-4 weeks prior to your event. This letter must include event details such as an overview of the event program (music, ticket prices etc), dates/times, setup information and dates/times, web links and full contact details including organisation name, mobile, office number and email.

Please send us a copy of your notification once completed.

## Section 2

The second section of the Event Plan contains the Safety and Emergency Plan.

If you are holding your event in an established indoor facility then this document may already exist.

You will still need to make sure that the existing document is relevant to your event and the program you are providing. If it does not exist you will need to plan and document the following:

### Safety and Emergency Plan

## Emergency Contacts / Wardens

Please provide details of the persons responsible in case of an emergency.

If your event demographic involves children/families, you are required to ensure all staff and contractors on site have a valid Working with Children's Check.

### Event Manager / Chief Warden

The Manager in the first instance will evaluate the need for an evacuation, initiate the evacuation, and contact Emergency Services.

Name

Contact Number on Event Day

### Event Wardens / Staff

Event Wardens will assist the Manager to ensure that everyone attending the event has been alerted to the emergency and where relevant to clear the area or event site.

Name

Contact Number on Event Day

Name

Contact Number on Event Day

Name

Contact Number on Event Day

## Emergency Service Organisations

Medium or High Impact events may be required to notify or seek advice from emergency service organisations.

Please refer to the Event Planning Toolkit for more information.

Have you notified Emergency Service Organisations of your event?

Police

Ambulance

State Emergency Services

Fire Brigade

## Emergency Response Plan

Some larger events may require an Emergency Response Plan to establish first response procedures in the event of an emergency.

Have you created an Emergency Response Plan?

Yes

No



## First Aid

Event Organisers have a duty of care to patrons and staff to ensure that risks are appropriately managed and that professional First Aid is available onsite to cover the unexpected. Accidents can happen irrespective of the size of the event, and having First Aid Officers ready to respond will ensure peace of mind.

Please ensure First Aid is clearly marked on site map.

▶ Please provide details of event first aid.

Contractor business name and phone number ▶

Time of arrival ▶

Time of pack up ▶

▶ Will there be a first aid kit at the event?

## Permits and Attachments

### Attachments

<input type="checkbox"/>	Site map
<input type="checkbox"/>	Evidence of Public Liability Insurance - Certificate of Currency minimum \$20 million
<input type="checkbox"/>	POPE Permit
<input type="checkbox"/>	Traffic Management Plan
<input type="checkbox"/>	Vehicle Movement Plan and Tree Protection Zone (TPZ)
<input type="checkbox"/>	Pedestrian Management Plan
<input type="checkbox"/>	Risk Assessment Plan
<input type="checkbox"/>	Event Program or Run Sheet (if not included in the Event Plan)
<input type="checkbox"/>	List of Stallholders
<input type="checkbox"/>	Liquor License Permit
<input type="checkbox"/>	Emergency Response Plan
<input type="checkbox"/>	Australasian Performing Rights Association Permits (APRA)