***THIS IS TEMPLATE IS A GUIDE ONLY AND SHOULD BE ADAPTED FOR YOUR EVENT AS REQUIRED. IT IS NOT IS NOT LIMITED TO THE INFORMATION CONTAINED AND NOT ALL SECTIONS WILL BE APPLICABLE TO YOUR EVENT. PLEASE PROVIDE ANY ADDITIONAL INFORMATIONTHAT MAY ASSIST WITH THE MANAGEMENT AND PLANNING OF YOUR EVENT.***

# **EVENT MANAGEMENT TEMPLATE**

# **EVENT DETAILS**

|  |  |
| --- | --- |
| Name of Event |  |
| Event Venue and Address |  |
| Event Date/Times |  |
| Expected Attendance |  |
| Ticketing |  |
| Event Description |  |
| Activities |  |

# **EVENT CONTACTS**

|  |  |  |
| --- | --- | --- |
| **EVENT ORGANISER** | | |
| Contact Name |  | |
| Contact Number |  | |
| Email |  | |
| **ONSITE MANAGER** | | |
| Contact Name |  | |
| Contact Number |  | |
| Email |  | |
| **KEY CONTACTS** | | |
| *i.e. volunteers, staff, contractors etc.* | | |
| Contact Name | Role | Number |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **VENUE CONTACTS** | | |
| Contact Name |  | |
| Contact Role |  | |
| Contact Number |  | |
| Contact Email |  | |
| Venue Name |  | |
| Venue Address |  | |
| Venue Capacity |  | |

# 

# **EVENT SCHEDULE**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Time | Activity | Who |
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| **CONTINGENCY PLAN** | | | |
| Cancellation |  | | |
| Postponement |  | | |

# **PUBLIC HEALTH**

|  |  |  |  |
| --- | --- | --- | --- |
| **FOOD** | | | |
| Vendor | Contact Phone | Type of Food | FoodTrader Registered |
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| **ALCOHOL** | | | |
| Details |  | | |
| **WATER** | | | |
| Free water | <Free water trailer, taps etc> | | |
| **TOILETS** | | | |
| Total |  | Male |  |
| Female |  | Accessible |  |
| Provider Details (if not onsite) |  | | |
| **CLEANING** | | | |
| Cleaning | <details on cleaning service during event including toilets as well as post event> | | |
| **SUSTAINABILITY** | | | |
| Site impact and reinstatement |  | | |
| **NOISE** | | | |
| Activities that will create higher noise levels |  | | |
| Monitoring of noise levels |  | | |
| Communication plan to affected persons |  | | |
| **OTHER** | | | |
| Other |  | | |
| Other |  | | |

# **ACCESSIBILITY**

|  |  |
| --- | --- |
| **GENERAL ACCESSIBILITY** | |
| Access to event locations |  |
| Access within event site |  |
| Accessibility technologies |  |
| Accessible facilities and amenities | <toilets, Marveloo> |
| Accessibility provision of information | <marketing material, RSVP means etc> |
| Accessible emergency procedures |  |
| Staff training – awareness and sensitivity |  |

# **INFRASTRUCTURE LIST**

|  |  |  |  |
| --- | --- | --- | --- |
| Item | QTY/Size | Use | Location |
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# **PUBLIC SAFETY**

|  |  |
| --- | --- |
| **FIREWORKS** | |
| Details |  |
| **FUNDRAISING** | |
| Details |  |
| **FIRST AID** | |
| Details |  |
| **SECURITY** | |
| Details |  |
| **INFORMATION CENTRE** | |
| Details |  |

# **TRAFFIC AND PEDESTRIAN MANAGEMENT**

|  |  |
| --- | --- |
| **PEDESTRIAN MANAGEMENT** | |
| Details | <any infrastructure being installed, details of closures, public transport pick-up points, accessibility, etc.> |
| **PARKING** | |
| Details | <contractors, suppliers dropping off good, attendee parking options, accessibility, etc.> |
| **TAXIS/PUBLIC TRANSPORT** | |
| Details |  |
| **TRAFFIC MANAGEMENT** | |
| Details | <provider details, high level details of closures, etc.> |

# **SIGNAGE AND MARKETING**

|  |  |
| --- | --- |
| **SIGNAGE - MARKETING** | |
| Promotional | <message, type, size, install location, etc> |
| Event Programs |  |
| **SIGNAGE - ONSITE** | |
| Directional | <location, qty, etc> |
| Easy identification | <phones, toilets, water, first aid, parking, information, smoke free, alcohol zone, etc> |
| **SIGNAGE AND MARKETING OTHER** | |
| Details |  |

# **OTHER INFORMATION**