**Event**

**Management**

**Plan**

**Template**

|  |  |
| --- | --- |
| Event Name |  |
| Event Date |  |
| Contact Name |  |
| Contact Number |  |
| Contact Email |  |
|  |  |
| *A copy of the Event Management Plan should be retained by the event organiser for use on the day of the event.* | |

***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.***

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# **EVENT DETAILS**

|  |  |
| --- | --- |
| Name of Event |  |
| Organiser and Contact Details | <name>  <organisation name>  <position>  <phone number>  <email> |
| 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 |
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| **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) |  | | |
| **WASTE MANAGEMENT AND CLEANING** | | | |
| Waste Management | <details on bins and hiring of additional bins if required including provider details, removal of waste from the site etc> | | |
| Cleaning | <details on cleaning service during event including toilets as well as post event> | | |
| **SUSTAINABILITY** | | | |
| Sustainability measures |  | | |
| Single use plastic free event measures |  | | |
| 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.> |

***<FOLLOW THIS OVERVIEW WITH THE FULL TRAFFIC/PEDESTRIAN MANAGEMENT PLAN FROM YOUR TRAFFIC MANAGEMENT COMPANY>***

# **EMERGENCY MANAGEMENT**

|  |  |  |
| --- | --- | --- |
| **KEY LOCATIONS** | | |
| Event Customer Service | <Location>  <Contact Number> | |
| Emergency Vehicle Access Point | <Location> | |
| Evacuation Assembly Points | <Primary Location>  <Secondary Location> | |
| Security | <Location>  <Contact Number> | |
| First Aid | <Location>  <Contact Number> | |
| **EMERGENCY MANAGEMENT STRUCTURE AND CONTACT DETAILS** | | |
| Who/What | Details | |
| Chief Safety Warden | <Name and mobile> (typically event organiser) | |
| First Aiders | * <Name and mobile> * <Name and mobile>   <Name and mobile> | |
| Fire Marshalls | * <Name and mobile>   <Name and mobile> | |
| Other | <Name and mobile> | |
| Other | <Name and mobile> | |
| Other | <Name and mobile> | |
| **SECURITY** | | |
| Provider |  | |
| Onsite Contact Details |  | |
| Location |  | |
| Rostered Hours |  | |
| General Duties |  | |
| **EMERGENCY AND RESPONSE ACTIONS** | | |
| *Emergency situations may require first aid treatment, emergency services response, threat containment, or evacuation of the area. Refer to the list of potential emergencies above.* | | |
| Emergency | Emergency | Response Action |
| <List other emergencies specific to your event> |  |
| <List other emergencies specific to your event> |  |
| <List other emergencies specific to your event> |  |
| <List other emergencies specific to your event> |  |
| <List other emergencies specific to your event> |  |
| <List other emergencies specific to your event> |  |
| **EMERGENCY EVACUATION PROCEDURE** | | |
| *Provide details of how an evacuation will be conducted; identify the exit paths and assembly areas (these must also be shown on the site plan). If held indoors, the venue may already have an evacuation procedure which can be included in this section.* | | |
| Procedure |  | |
| Communication Method |  | |

# **RISK MANAGEMENT**

No matter the nature or size of your event, your event will have risks. It is your responsibility as the event organiser, to identify and manage these risks. The liability lies with you as the event organiser.

A risk assessment is the process of estimating the potential effects or harm of a hazard to determine its risk rating. By determining the level of risk, event organisers can prioritise risks to ensure systematic elimination or minimisation.

A list of risks has been provided in the template below. For the risks relevant to your event, you’ll need to provide a list of controls implement to minimise or eliminate these risks.

|  |  |
| --- | --- |
| **HOW TO DO A RISK ASSESSMENT** | |
| **FIND IT** | List all of the hazards or possible situations associated with the event activity that may expose people to  injury, illness or disease. List these hazards in the ‘hazards’ column of the template  Use experts or experienced people to advise you on your risk assessment. |
| **ASSESS IT** | Rate or assess what the ‘likelihood’ is of people being exposed to the hazard and what the ‘consequences’ could be as a result of the hazard occurring.  Use the Risk Ranking Matrix in the template. |
| **FIX IT** | identify what practical measures could be put in place to eliminate or reduce the likelihood of the hazard occurring. This is where changes are made to the event to reduce the risks.  Use the hierarchy of control system to minimise or eliminate exposure to hazards. It is a widely accepted system promoted by numerous safety organisations.  Use the Hierarchy of Control table to guide you as to what type of controls you could put in place to manage the hazards once you have assessed their risk level. |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | LIKELIHOOD TABLE | | | | | CONSEQUENCE TABLE | | | | |
| Likelihood | |  | | | | | **Minimal** | **Minor** | **Moderate** | **Major** | **Severe** |
| Likely | | Probable occurs in most circumstances | **Major** | Injury or illness that results in hospitalisation or temporary disability.  Halt of event requiring investigation and outside assistance (eg Worksafe, Police, ambulance).  Major financial loss. | | **Likely** | Low | Medium | High | High | Extreme |
| Possible | | Could occur at some time | **Moderate** | Injury or illness that results in medical treatment.  Temporary halt of event requiring outside assistance (eg, ambulance, police, fire)  High financial loss. | | **Possible** | Minimal | Low | Medium | High | High |
| Unlikely | | Not expected to occur | **Minor** | Injury or illness that requires first aid treatment only.  Temporary halt of event.  Medium financial loss. | | **Unlikely** | Minimal | Low | Low | Medium | Medium |
| Rare | | Exceptional circumstances only | **Minimal** | No injury or an injury that does not require treatment.  No financial loss. | | **Rare** | Minimal | Minimal | Minimal | Low | Low |
| rating | **DESCRIPTION** | | | |
| minimal | rated risks are accepted by the Event Organiser and require no action, monitor. | | | |
| low | rated risks are tolerated by the Event Organiser and managed by routine procedures. | | | |
| medium | rated risks are managed by event management team. | | | |
| high | rated risks are monitored by senior event management team/organising committee | | | |
| extreme | Immediate action required | | | |

***THESE EXAMPLES ARE NOT EXHAUSTIVE AND WILL NEED TO BE TAILORED TO YOUR EVENT DELETING AND ADDING AS REQUIRED.***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Hazard** | **Consequence** | **Controls** | **Risk Rating** | **Actioned by** | **Review** |
|  | <insert source of consequence> | <describe what could happen> | <insert control/s> | <use risk reference> | <insert name> | <statement and date> |
| 1 | Adverse weather effects the event including:   * Extreme Heat * Wind * Rain * Electrical Storm * Heat * Smoke / Haze | * Adverse weather causes injury or illness to staff, contractors or attendees. * Event forced to stop due to weather such as extreme heat, rain, lightening |  |  |  |  |
| 2 | Electrical cords or other obstacles not secured appropriately creating trip hazards | * Staff or contractors’ trip on hazard causing injury * Members of the public trip on hazard causing injury |  |  |  |  |
| 3 | Live electrical wires or faulty electrical equipment | * Electrocution to patrons, performers and members of the public |  |  |  |  |
| 4 | LPG Cylinders, heaters and appliances | * Injury to public, staff and contractors * Explosion danger and potential burn |  |  |  |  |
| 5 | Broken glass, litter etc | * Potential cuts and lacerations to hands & feet of staff, contractors and members of public |  |  |  |  |
| 6 | Food Poisoning | * Illness or injury to staff, contractors and members of the public. |  |  |  |  |
| 7 | Infrastructure eg jumping castle, marquees | * Injury to public, staff and contractors * Dropping, falling, collapsing and blowing away |  |  |  |  |
| 8 | Vehicle accident onsite and motor vehicles within event space | * Injury to public, staff and contractors * Damage to vehicle and assets |  |  |  |  |
| 9 | Excessive noise | * Noise induced hearing loss to staff, contractors and members of the public * Unpleasant business owners, residents and community members |  |  |  |  |
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# **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**