**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 |  |

# **SITE/VENUE MAP**

***<INSERT FULL SITE MAP INCLUDING MARKINGS FOR PARKING, ENTRY/EXIT POINTS, EMERGENCY ASSEMBLY POINTS ETC. >***

# **INSURANCE**

***<INSERT COPY OF CURRENT CERTIFICATE OF CURRENCY>***

# **PUBLIC HEALTH**

|  |
| --- |
| **FOOD** |
| Vendor | Contact Phone | Type of Food | Streatrader 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** |
| 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 |  |

***<FOLLOW THIS OVERVIEW WITH THE FULL EMERGENCY MANAGEMENT PLAN. A TEMPLATE CAN BE DOWNLOADED FROM*** [***COUNCILS WEBSITE***](https://www.moorabool.vic.gov.au/visitors/are-you-planning-event-in-moorabool-shire)***>***

# **RISK MANAGEMENT**

***<INSERT RISK MANAGEMENT PLAN. A TEMPALTE CAN BE DOWNLOADED FROM*** [***COUNCILS WEBSITE***](https://www.moorabool.vic.gov.au/visitors/are-you-planning-event-in-moorabool-shire)***>***

# **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**