



EVENT DETAILS

Event Name			
Event Venue			
Date(s) of Event			
Start Time		Finish Time	

ORGANISER DETAILS

Event Manager Name			
Organisation			
Postal Address			
Email Address			
Contact Number			

OVERVIEW OF ACTIVITIES TO BE CONDUCTED AT THE EVENT

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TARGET AUDIENCE

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MAIN PURPOSE OF EVENT

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ATTENDANCE

Expected number of participants
Performers, stallholders, players, coaches

Expected number of attendees
Spectators, visitors

APPROVALS AND INSURANCE

TYPE

REFERENCE/CURRENCY

COMMUNICATIONS AND MARKETING PLAN

How you are planning to promote your event, what messages you need to broadcast and how.

ADJOINING PROPERTIES

If the event is likely to impact in any way on adjoining properties eg extra cars, noise, road closures it is highly recommended that you contact the occupants well in advance. Please outline how and when.

WASTE MANAGEMENT PLAN

Additional bins, recycling, post ground and surrounds clean up.

TOILETS

Male, female, disabled, cleaning.

EMERGENCY EVACUATION PROCEDURE

Site Plan including seating, way-in and way-out, medical services, food, amenities, stages.

TRAFFIC AND PEDESTRIAN MANAGEMENT
Way-in and Way-out, times, locations, parking.
EMERGENCY SERVICES
KEY STAKEHOLDERS AND SUPPLIERS
DISABLED PATRONS
GENERAL PARKING
OVERSPILL
PUBLIC TRANSPORT
PEDESTRIANS

INCIDENT MANAGEMENT PLAN

Pre-event contact with emergency services, first aid, ambulance locations, site plan, signage, communications, emergency evacuation, key contacts, lost children.

INCIDENT REPORTS

DATE / TIME	DESCRIPTION	PERSON(S) INVOLVED	ACTION TAKEN

KEY CONTACTS – ORGANISING COMMITTEE

KEY CONTACTS – SUPPLIERS AND PARTICIPANTS

EVENT VOLUNTEER MANAGEMENT				
NAME	CONTACT PHONE	ROLES	REPORTS TO	RESPONSIBLE FOR

EVENT RUNNING SHEET		
Event Name:		
Event Contact:		
Date:		
Event Venue:		
Venue Contact:		
TIME	TASK	RESPONSIBILITY OF