

Appendix E - Event Checklist Summary

Name of event: _____ Date of event: _____

Preparing for your event checklist	Completed
Have you identified the event concept, including why, your goals and when?	<input type="checkbox"/>
Have you identified the type and size of event?	<input type="checkbox"/>
Do you have the ability to deliver the event? i.e. physically host or financial capabilities	<input type="checkbox"/>
Has an event committee/subcommittees been established and specific roles and responsibilities been defined?	<input type="checkbox"/>
Plan regular meetings leading up to your event.	<input type="checkbox"/>
Event authorisation	
All relevant authorities for event authorisation identified.	<input type="checkbox"/>
Appropriate paperwork submitted in required timeframes.	<input type="checkbox"/>
Event budget	
Prepare an event budget.	<input type="checkbox"/>
Investigate external funding or grant opportunities.	<input type="checkbox"/>
Identify potential sponsors and prepare proposals and send out.	<input type="checkbox"/>
Accessibility	
<p>Have you considered and taken into consideration the needs of people with a disability?</p> <p>Some things to consider might include:</p> <ul style="list-style-type: none"> • Site set up • Accessible toilets • Stage or performer’s platform accessible • Seating and wheelchair spaces • Hearing augmentation system • Surfaces on paths, inside and outside the event and slip resistant • Evacuation procedures taking into account of people with disabilities including people with sensory and mobility impairments • Staff disability aware trained • Staff made aware of allowing assistance dogs • Accommodation that is accessible to clients • What role do Public Address systems, flash lighting, strobes and other special effects play in your event and what impact can they have on the attendees? • Are staff available to assist people with disabilities if self-service is an option? • Some people with disabilities need to sit down. Seating also helps those who are talking to a person using a wheelchair so they do not have to constantly look up to engage in conversation. • Is there room for everybody to manoeuvre safely between tables? • Could some grassy areas be covered with materials that make mobility easier? • Are cables secure and don’t present a trip hazard? • Car parking 	<input type="checkbox"/>

Venue and structures checklist	Completed
Event venue	
<p>When selecting your event venue have you considered the following:</p> <ul style="list-style-type: none"> • Services and facilities available on site • Movement of people within the site • Crowd regulation and overspill areas • Access to site for patrons • Access to site for emergency vehicles • Hazards in and around the area • Potential impact on the local environment • Road access in wet weather • Traffic flows/parking • Provision for disabled people 	<input type="checkbox"/>
Council parks and venues, private land and roads	
Have Council's Parks and/or Venues and Facilities been contacted to check availability of land/venue?	<input type="checkbox"/>
Booking Form completed and submitted to Council.	<input type="checkbox"/>
Event Application Form completed and lodged to Council.	<input type="checkbox"/>
Deposit paid (pending on venue).	<input type="checkbox"/>
Arranged to collect and return key.	<input type="checkbox"/>
Do you have written permission from Council to hold the event?	<input type="checkbox"/>
Do you have permission from the landowner?	<input type="checkbox"/>
Power requirements	
Determine what type of power is required: three phase or single phase, how much power is needed and where your power sources are located for placement of leads.	<input type="checkbox"/>
Have you considered any backup power contingency?	<input type="checkbox"/>
Development assessment	
Some activities on Council land or private land requires approval under the <i>Planning Act 2016</i> . Have you checked whether your event requires approval?	<input type="checkbox"/>
Temporary buildings and structures	
Some buildings and structures require a Development Permit for Building Work before they can be erected. Have your contacted Council's Development & Planning section?	<input type="checkbox"/>
Some temporary furniture and structures will require a structural certificate.	<input type="checkbox"/>

Minimising risk checklist

Completed

Site plan

Site plan has been completed including:

- Access points incl vehicles (entrances and exits.) This is a very important component of event management – particularly if large crowds are expected and congestion can occur
- Emergency access routes
- First Aid
- Lighting equipment
- Marquees and stalls
- Other temporary structures
- Parking
- Staging
- Seating arrangements
- Information tent, security and police locations (as required)
- Approved liquor consumption areas
- Water access points
- Toilet facilities
- Rubbish bins

Site plan has been distributed to relevant authorities.

Risk management

Have you carried out a risk assessment to make sure all the necessary health and safety measures are in place?

Create a Risk Management Plan. Some things to consider are:

- Hazards/risks identified
- Contingency planning and advertising
- First aid provisions
- Emergency management
- Wet weather plans

Are the entrances and exits controlled, suitable for all access and appropriately signed? Have you established how many people you are expecting?

Are event staff/volunteers clearly identifiable? Are they adequately trained/informed?

Have you developed a program?

Have you considered the following in relation to queuing:

- Will the attendee know which queue to stand in? VIP queue? Tickets colour coded for different queues.
- Are different booths needed for different payment methods or prepaid?
- When will the queues form? Will they form at once or over a period of time?
- How can the perceived waiting time be reduced? e.g. queue for entertainers
- How many queues and possible bottlenecks will there be?
- Can your programming be staggered so that everyone is not leaving at the same time?
- Are there enough exits to disperse the crowd safely?

Have you set up a reliable system of communication between key people?

Have you set up a reliable system of communication with the audience?

Has a control point been identified and appropriate signage been put in place?	<input type="checkbox"/>
Are crowd barriers necessary?	<input type="checkbox"/>
Are emergency procedures in place and have these been relayed to the emergency services?	<input type="checkbox"/>
Can emergency vehicles get on and off the site easily?	<input type="checkbox"/>
Have you got adequate records of injuries/incidents for future reference?	<input type="checkbox"/>
Do you have effective fire measures in place?	<input type="checkbox"/>
Do you have adequate first aid facilities?	<input type="checkbox"/>
Do you need any other special arrangements for lost children, lost property, drinking water, toilets, noise control or parking?	<input type="checkbox"/>
Do you have an emergency plan?	<input type="checkbox"/>
Have you designated a Health and Safety Officer? Are they undertaking a site inspection prior to and during the event?	<input type="checkbox"/>
Do you have adequate money handling procedures and securities in place?	<input type="checkbox"/>
Have all safety aspects been considered?	<input type="checkbox"/>
Have adequate personnel greeters, crowd controllers, valet parking attendants, cloakroom space, ticket collectors and security been allocated?	<input type="checkbox"/>
Is directional signage in place?	<input type="checkbox"/>
Is there first aid/fire extinguisher readily available?	<input type="checkbox"/>
Insurance	
Do you have insurance cover?	<input type="checkbox"/>
Have all volunteers completed a registration form?	<input type="checkbox"/>
Have all suppliers of goods or services provided a copy of their Certificate of Currency or quoted their current policy number and insurer?	<input type="checkbox"/>
Have all stallholders completed a Stallholder Application Form?	<input type="checkbox"/>
Have food vendors provided evidence of appropriate licences?	<input type="checkbox"/>
Security	
<p>Have you considered the following security requirements?</p> <ul style="list-style-type: none"> • Security budget • Is security required on entrances and areas on site? • Security of the equipment before, during and after events • Will you have cash onsite? • Crowd control during the event • Special security needs of VIPs, entertainers etc • Integrating security with local police and emergency services • Security time schedule and briefing time and place • Sourcing and selection of security company • Communications system and backup 	<input type="checkbox"/>
Have you considered what your incident reporting method is and what your chain of command looks like?	<input type="checkbox"/>

Have you taken into account the visibility and personal appearance of security staff?	<input type="checkbox"/>
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Contingency plan

Has an alternative location been identified and booked?	<input type="checkbox"/>
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Is there a Medical Officer on site in case of emergency?	<input type="checkbox"/>
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Is there a list of phone contacts for emergencies – plumbing, power and telephone?	<input type="checkbox"/>
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In case of moving the event has a plan been developed on who does what and who contacts who?	<input type="checkbox"/>
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Public health and safety checklist Completed

Licences and permits

All relevant licenses and permits required have been identified.

Some licence/permits to consider are: <ul style="list-style-type: none"> • Liquor Licence • Fireworks Approvals • Noise Management Permit • Music Licence 	<input type="checkbox"/>
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Has appropriate paperwork has been submitted in the required timeframe?	<input type="checkbox"/>
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Has Smoking Legislation been adhered to – signs ordered and designated smoking areas planned?	<input type="checkbox"/>
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Healthy Food Alternatives Checklist

Identify all the food and drink options that will be provided at the event.	<input type="checkbox"/>
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Is there a range of healthy food options available at the event? Preferably at least 50% of the food provided should be a healthy option.	<input type="checkbox"/>
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Are healthy drink alternatives available at the event (including water)?	<input type="checkbox"/>
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Healthy food options are well promoted.	<input type="checkbox"/>
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Healthy food options are affordable and priced competitively.	<input type="checkbox"/>
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Have you identified food safety risks?	<input type="checkbox"/>
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Food licence requirements

Contact Council's Health & Regulatory Services to discuss any specific licence.	<input type="checkbox"/>
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File a copy of the food vendors public liability cover.	<input type="checkbox"/>
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Provide a list of all stallholders' business names, food types and site locations at least three weeks prior to the event, to Council's Health & Regulatory Services.	<input type="checkbox"/>
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Have food vendors been advised (preferably in writing) of their responsibilities under the Food Act 2006? e.g. all stalls selling unpackaged food/drink must display a current: <ul style="list-style-type: none"> • Mobile Food Licence issued by any Local Government within Queensland • Temporary Stall Food Licence issued by Bundaberg Regional Council; or • Exempt from Licensing Notification issued by Council (e.g. all Not for Profit Groups) 	<input type="checkbox"/>
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Waste management checklist Completed

Have you ordered additional rubbish bins from Council or organised private contractor?	<input type="checkbox"/>
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Have you worked out where the bins will be located for maximum impact?	<input type="checkbox"/>
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Have you organised cleaning of the site after the event?	<input type="checkbox"/>
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Traffic, transport and parking checklist**Completed****Traffic Management Plan**

Have you developed a Traffic Management Plan?	<input type="checkbox"/>
Has the local fire brigade, ambulance and police station been liaised with and has Main Roads been liaised with (only required if Main Roads gazetted roads are affected)?	<input type="checkbox"/>
Are all traffic controllers/marshals accredited to undertake the role?	<input type="checkbox"/>
Have the needs of persons with disabilities been considered?	<input type="checkbox"/>
Are the parking conditions acceptable for your event requirements?	<input type="checkbox"/>
Is security required in the parking area?	<input type="checkbox"/>
Do you require VIP parking and where will this be situated?	<input type="checkbox"/>
Are parking attendants or SES required?	<input type="checkbox"/>
Is the signage for parking clearly visible and adequate?	<input type="checkbox"/>
Are road barriers required?	<input type="checkbox"/>
Are turning circles and drop off points clear?	<input type="checkbox"/>
Would a shuttle service alleviate parking problems?	<input type="checkbox"/>
Is parking for attendees with special needs catered for?	<input type="checkbox"/>
Are parking exit points clearly identified?	<input type="checkbox"/>
Are staff/volunteers managing parking provided with uniforms and distribution/protective clothing and do they require communications – radio etc?	<input type="checkbox"/>
Are parking tickets required?	<input type="checkbox"/>
Is there adequate lighting in the parking area?	<input type="checkbox"/>
Have all B-Double users been notified of the changed traffic conditions (at least four weeks prior to the event)?	<input type="checkbox"/>
Has a final Traffic Management Plan been submitted to Council, Police and Department of Transport & Main Roads (if applicable)?	<input type="checkbox"/>

Street march and/or parade

Set up task force and committee. Confirm date and time.	<input type="checkbox"/>
Consult Council & Qld Police prior to deciding to proceed.	<input type="checkbox"/>
Consult with businesses/residents in the proposed event area.	<input type="checkbox"/>
Apply to Council, Qld Police and Department of Transport & Main Roads (if applicable) at least 6 weeks prior to your event. Traffic Management Plan designed by suitably qualified persons is required to be submitted with application.	<input type="checkbox"/>
Engage suitably qualified persons to produce Traffic Management Plan and undertake closure.	<input type="checkbox"/>
Traffic Management Plan submitted to all relevant parties.	<input type="checkbox"/>
Traffic Management Plan sent to Police, Fire, Ambulance and Security (2 weeks prior to event).	<input type="checkbox"/>
Advice of road closures/reduction in speed been placed in the newspaper/online news prior to the event. (48 hours prior to event)	<input type="checkbox"/>
Has a copy of the road closure permit been received from Council, Bundaberg Police and Department of Main Roads (if applicable)?	<input type="checkbox"/>

Notify businesses/residents and emergency services of proposed event/road closures.	<input type="checkbox"/>
List of participants and order for parade developed.	<input type="checkbox"/>
Safety information distributed to participants.	<input type="checkbox"/>
Assembly and disassembly areas secured, marked out and equipped.	<input type="checkbox"/>
Staff requirements identified, trained and uniformed.	<input type="checkbox"/>
On-site communications check – handhelds, mobile phones, loud hailers, sound system.	<input type="checkbox"/>
Briefing times established.	<input type="checkbox"/>
Contingency plan developed.	<input type="checkbox"/>

Signage checklist

Completed

Are the entrances and exits clearly marked?	<input type="checkbox"/>
Have you considered smoking area signage and locations?	<input type="checkbox"/>
Signage for events on public land or roads may need a permit.	<input type="checkbox"/>
Contact Department of Transport & Main Roads for permit requirements for signage on Main Roads.	<input type="checkbox"/>
Would directional signage at the event make it easier for the public?	<input type="checkbox"/>
Have you considered carpark signage?	<input type="checkbox"/>

Marketing checklist

Completed

Event promotion

Have you identified where you will promote your event?	<input type="checkbox"/>
Have you completed the Community Notices Form for various media and submitted it?	<input type="checkbox"/>
Have you provided the Community Development office with a flyer for the CBD Noticeboard?	<input type="checkbox"/>
Have you booked the banner space for Salter Oval?	<input type="checkbox"/>
Have you submitted your event listing on Council's What's on Bundaberg website?	<input type="checkbox"/>

Post-event checklist

Completed

Human resources

Have all entertainment/guest speakers/staff players/contractors been farewelled appropriately and who is responsible for this?	<input type="checkbox"/>
Have all payments been made?	<input type="checkbox"/>
Have all thank you letters/awards/recommendations been sent?	<input type="checkbox"/>
Have you held your debrief? Evaluation is useless if is not used to improve the event for the next year so make sure it is part of your first meeting back.	<input type="checkbox"/>
Have all reports and feedback sheets been submitted by the volunteers?	<input type="checkbox"/>
After party – reward your staff and volunteers and pat yourselves on the back.	<input type="checkbox"/>

Venue shutdown

Has the power and water shut off been organised?	<input type="checkbox"/>
Has the cleaning of toilets and removal of toilets been organised?	<input type="checkbox"/>

Has waste removal been organised?	<input type="checkbox"/>
Ensure that emergency access is kept clear throughout shutdown.	<input type="checkbox"/>
Have all storage areas been cleaned?	<input type="checkbox"/>
Have all display materials and any temporary fittings been removed?	<input type="checkbox"/>
Parking – remove signage and barriers and clear site of all attendee’s vehicles.	<input type="checkbox"/>
Security – has the venue been locked up?	<input type="checkbox"/>
Have the sponsors got access to remove banners?	<input type="checkbox"/>
Contract acquittal – check all clauses in particular payment times, cleaning and repair, collection of equipment.	<input type="checkbox"/>
Finalise and audit accounts – best done as soon after the event as possible – the following day or week.	<input type="checkbox"/>

Equipment shutdown

Have you developed a bump out schedule including correct exits and loading docks?	<input type="checkbox"/>
Do you need specialist staff to shut down equipment (e.g. computers)?	<input type="checkbox"/>
How long after the event do you have access to the venue?	<input type="checkbox"/>
Is there a cut-off time for utilities and power?	<input type="checkbox"/>
Is there anything that needs cleaning and repairing?	<input type="checkbox"/>
Do you have a consistent storage system – number of boxes and display contents list?	<input type="checkbox"/>
What small equipment (e.g. handsets) need to be returned and signed off?	<input type="checkbox"/>
What is the schedule for dismantling barricades?	<input type="checkbox"/>

Marketing and promotion wrap up

Is there video evidence and has it been stored where appropriate?	<input type="checkbox"/>
Have all press clippings/video news been collected and saved on file?	<input type="checkbox"/>
Have all reviews of the event been saved on file?	<input type="checkbox"/>
Have you reviewed your website – photos of event, what’s happening next, “missed our festival – don’t miss the next one – join our email list”?	<input type="checkbox"/>

Liability shutdown

Have all incident reports been completed and submitted for file and staff debriefing?	<input type="checkbox"/>
Have photos been taken and saved on file where appropriate?	<input type="checkbox"/>

Sponsors and grants wrap up

Have all grants been acquitted? Don’t be placed on the D list!	<input type="checkbox"/>
Is it appropriate to meet sponsors and ask them for feedback?	<input type="checkbox"/>
Have you sent letters to thank and acknowledge them for their services?	<input type="checkbox"/>
Have reports been sent to Council and other government organisations?	<input type="checkbox"/>

Required event documentation	Completed
<p>Event Management Plan</p> <ul style="list-style-type: none"> • Prepare an Event Management Plan detailing all components of the event 	<input type="checkbox"/>
<p>Traffic Management Plan</p> <ul style="list-style-type: none"> • Prepare a written Traffic Management Plan outlining how you are going to manage traffic and pedestrians pre, during and post your event. This plan should cover off on signage, parking, pedestrian, impact on public transport services and emergency services, promotion of alternate transport etc. • Road Closures require their own Traffic Management Plan prepared by a suitably qualified person. 	<input type="checkbox"/>
<p>Risk Management Plan</p> <ul style="list-style-type: none"> • Prepare a detailed Risk Management Plan including identification and assessment of risks associated with the event, contingency planning and advertising, first aid provisions, emergency management, weather plans etc. 	<input type="checkbox"/>
<p>Site Plan</p> <ul style="list-style-type: none"> • Prepare a Site Plan including all structures (marquees, stages, market stalls, food vendors, toilets, bar, waste facilities), show where power is located, food vendors with gas or cooking appliances, fencing, entrance and exits, parking locations, fixed structures such as amenities etc. 	<input type="checkbox"/>
<p>Emergency Evacuation Plan/Fire Safety Management Plan</p> <ul style="list-style-type: none"> • Prepare a written Emergency/Fire Management Plan including a site map showing evacuation routes, entry and exit points and access for emergency services. 	<input type="checkbox"/>
<p>Waste Management Plan</p> <ul style="list-style-type: none"> • Prepare a written Waste Management Plan including provisions of waste and recycling bins, details of pre, during and post event clean up and rubbish removal, regular toilet cleaning and replenishing during the event, regular cleaning of venue during event etc. 	<input type="checkbox"/>
<p>Noise Management Plan</p> <ul style="list-style-type: none"> • Prepare a written Noise Management Plan which includes a site plan indicating stage plan, orientation of stages including speakers, PA systems, amenities, facilities and location of potentially noise affected premises. Advise hours of operation of your event, how community and neighbouring properties will be notified and all potential sources of noise nuisance, steps that will be taken to minimise the risk of noise, details of acoustic monitoring during the event and how complaints received before, during and after the event will be addressed. 	<input type="checkbox"/>