**EVENT MANAGEMENT**

**PLAN**

Name of Celebration

Location

*Date*

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# EVENT DETAILS

* 1. Event Place & Time

Name of Event:

OMT Celebration

Address of Event:

<ORGANISATION>Hall: 113 Gilbert Street, Adelaide

Details of Venue:

Features:

* ground floor hall with approx 50 seated capacity & disability access / toilet
* integrated audio/visual system
* separate kitchen with cooking and storage facilities
* separate area for storage, changing
* site map attached

Details of how your event will run, including details of all activities:

Themes: Community

Welcome: Guests welcomed by ???

Seating: Guests seated

Introduction: By XXXXXX, with outline of the proceedings

MC:

Cultural presentations:

Presentation of Certificates: TBD

\*\* Dress code: Smart casual

Estimated Number of People expected to attend: 30??

Date and Time Set Up Commences and Finishes: 5:00pm set up, 5:30pm finish

Date and Time Event starts or is open to the public: 6:00pm for 6:15pm start

Date and Time Event Finishes: 7:30pm

Date and Time dismantling commences and anticipation conclusion time: 7:45pm to 8:00pm

* 1. Event Manager

**Name:**

**Address**:

**Phone:**

**Email:**

# INSURANCE

* 1. **Insurance Details**

*Covered by XXXXXXXXXXXXXXXXXXXX*

# BUDGET

A budget of $XXXXX has been established to cover the cost of refreshments. Venue hire, use of equipment and salary of event manager is covered within the project budget. All other costs, such as cost of artists, set props are provided as in-kind support.

# THE VENUE

* 1. **Potential Hazards**

List the identified hazards at the selected site and the action taken to minimise the risk.

|  |  |
| --- | --- |
| **Hazards Identified For Each Activity** | **Action to Minimise Risk** |
| Spillage of food making floor slippery | Check floor before and during event |
| People trip on power cords | Check before and during event |
|  |  |
|  |  |

* 1. **Site Plan**

Refer Appendix A

* 1. **Contingency Plan** Things that can go wrong:
		1. Contingency details: N/a due to planning and style of event

# TRAFFIC AND PEDESTRIAN MANAGEMENT

* 1. Traffic Management Plan

Has a Traffic Management Plan been developed for this event? N/a

* 1. Road Closures

Do you require any roads to be closed for the event? N/a

* 1. Adjoining Properties

Have adjoining property occupants been contacted regarding the proposal of this event. N/a

If the event is likely to impact in any way on these adjoining properties it is highly recommended that you contact the occupants well in advance of the event.

# INCIDENT MANAGEMENT PLAN

* 1. Incident Control Centre

Ensure the Incident Control Centre is clearly marked on your Site Plan and detail where

First Aid will be supplied.

Ensure exit/evacuation points and fire extinguishers are clearly marked on the site plan.

How will communication be conducted on the day of the event with event officials?

How will communication be conducted with the public?

How will communication be conducted in the event of an incident: mobile phones?

If required, who will request further police and other emergency services assistance?

* 1. Incident Management Contact Details
		1. **First Aid Officers**

Name:

Contact details:

* + 1. **Incident Officer**

Name: P

Contact details:

* 1. Fire Fighting Equipment

Will portable fire protection equipment be strategically located throughout the venue for initial attack of the fire by the public and/or safety officers? YES

Mark their location on the site map.

* 1. Incident Reports

All incidents are to be recorded in the following format:

Name of Event:

Event Manager: XXXXXXXXXXXXXX

|  |  |  |  |
| --- | --- | --- | --- |
| Dare / Time | Description | Persons involved | Action taken |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# PUBLIC HEALTH

* 1. List of Vendors

Will you or other vendors at your event be selling any article of food? NO

List the food businesses and type of food being provided at the event:

You will need to provide evidence of the vendor‟s Council permit for the operation of their stall.

* 1. Alcohol

Will alcohol be served during the event? No

* 1. Toilets

How many toilets will be provided at the event? Male: 1 / Female: 1 / Disabled:1

* 1. Waste Management

What arrangements have you made for extra bins to be provided for the day? N/a

What arrangements have you made for the rubbish to be removed appropriately on the day? Large bins on site.

* 1. Noise

Describe the activities/mechanisms likely to create higher noise levels at your event. Maintain music at appropriate levels.

Describe how you will monitor and minimise noise levels. AV technician will monitor audio levels.

# PUBLIC SAFETY

* 1. Security & Crowd Control

What type of security has been selected for the event? N/a

# EVENT PROMOTION

* 1. Ticketing

Are there tickets for the event? No

* 1. Signage

The following signage will be installed, as per the site plan, at the venue:

 - <ORGANISATION>banner

* 1. Promotion

What, when and where will advertising be conducted?

# USEFUL CONTACT NUMBERS

|  |  |  |
| --- | --- | --- |
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APPENDIX A: Site Map



APPENDIX B: Task Allocation & Event Running Sheet

|  |  |  |  |
| --- | --- | --- | --- |
| **TOPIC** | **TASK** | **PERSON(s)** | **PROGRESS** |
| Planning | Event Plan | All | Most done |
|  | Catering | Name of Person and what they are bringing | In progress |
|  | Invitations | All  | In progress |
|  |  |  |  |
| Marketing | Certificates | Who? |  |
|  | Posters | Who? |  |
|  |  |  |  |
| Set Up | Hall* furniture
* decorations
* posters
* AV system
* cleaning
 | All | Planned |
|  | Kitchen* refreshments
* eating utensils
* urn
 | All | Planned |
|  |  |  |  |
| Performing | MC* intro speech
* questions for
* closing speech
 | Who | In progress |
|  | Welcome group* welcome style
* handouts?
 | Who | In progress |
|  |  |  |  |
| Clean Up | Hall* furniture
* decorations
* utensils
* rubbish
* cleaning
 | All | Planned |

**Running Sheet**

|  |  |  |
| --- | --- | --- |
| **Time** | **Activities** | **Person(s) / Details** |
| 1700 | Bump in / set up | All |
| 1730 | Set up concludes | Final check |
| 1800 | Guests arrive | Welcome by….. |
| 1815 | Welcome by MC |  |
| 1820 | Participant interviews |  |
| 1830 | Screen short film |  |
| 1840 | Certificates distributed |  |
| 1845 | Formal activities conclude |  |
| 1850 | Refreshments served | All help distribute refreshments |
| 1900 | Socialising | All mingle with guests |
| 1930 | Event concludes | All thank guests and clear venue |
| 1935 | Clean / pack up | All |
| 2000 | Pack up concludes |  |

**Materials List**

|  |  |  |
| --- | --- | --- |
| **Item** | **Person(s)** | **Details** |
| Refreshments |  |  |
| Certificates |  |  |
| Posters |  |  |
| Props / Decorations |  |  |
| Eating utensils |  |  |
| AV aides |  |  |
| Attendance list |  |  |
| Running sheets |  |  |
| Garbage Bags |  |  |
| Event agendas |  |  |
| Reserved seat signs |  |  |
| Name tags |  |  |
| <ORGANISATION>Banners |  |  |
| Signs |  |  |
| Music |  |  |