

# WESTERN PLAINS REGIONAL COUNCIL

Incorporating the former  
Dubbo City & Wellington councils

## EVENT CHECKLIST

This document has been designed to assist event organisers by outlining the event planning process, event management and time frames.

TASK	PLANNING/LEAD TIME	COMPLETE	
<b>12 Months +</b>			
Check the Event Calendar to find out what events are on the same time and save the date where available – <a href="http://www.dubbo.com.au">www.dubbo.com.au</a>	12 Months	Yes	No
Complete and event profile and meet with Council's Event unit	12 Months	Yes	No
Visit Council's website and view the Event Guidance Matrix	12 Months	Yes	No
Investigate event funding opportunities. If you intend to apply for funding from Council go to <a href="http://www.dubbo.com.au">www.dubbo.com.au</a> for more information	12 Months	Yes	No
Seek independent advice on the insurance/s the event will require – Public Liability, Volunteers, Workers Comp, 'Duck for Cover' etc	12 Months	Yes	No
Consider development of sponsorship prospectus	12 Months	Yes	No
Prepare the event budget	12 Months	Yes	No
Plan the event Marketing and Promotion	12 Months	Yes	No
Book the venue (internal and external venues)	12 Months	Yes	No
<b>6-12 Months</b>			
Book performers, entertainment, food and beverage providers	6 – 12 Months	Yes	No
Book hire equipment, audio visual, toilets, staging, rigging etc	6 – 12 Months	Yes	No
Form the event organising committee and allocate roles and responsibilities	6 – 12 Months	Yes	No
Prepare written event plan	6 – 12 Months	Yes	No
Consider the impact your event may have on the environment, and ways in which you can reduce the impact socially, environmentally and economically.	6 – 12 Months	Yes	No
Consult with all event stakeholders – including neighbouring businesses and residents, emergency services, public transport, St Johns Ambulance	6 – 12 Months	Yes	No
Consultation with community / residents / businesses	6 – 12 Months	Yes	No
Continually monitor expenditure and income against the event budget and resource	6 – 12 Months	Yes	No
If using music (recorded or live) during your event, apply for APRA permit – <a href="http://www.apra.com.au">www.apra.com.au</a>	6 – 12 Months	Yes	No
<b>6 Months</b>			
Invite the WPRC Administrator / State members / Federal members / VIP to attend / perform official duties if applicable	6 Months	Yes	No
<b>3 Months</b>			
Develop event program/run sheet	3 Months	Yes	No
Confirm essential services of the event – Police, Ambulance, Fire, Taxi	3 Months	Yes	No
<b>The Final Month</b>			
Re-confirm all bookings and arrangements	4 Weeks	Yes	No
Remind essential services of the event – Police, Ambulance, Fire, Taxi	2 Weeks	Yes	No
Develop and distribute surveys	1 Week as well as on the day of the event	Yes	No

<b>Post Event</b>			
Evaluation of event		Yes	No
Collect and evaluate survey results		Yes	No
Send 'thank you' letters		Yes	No
<b>Essential Event Plans</b>			
Prepare a written <b>Traffic Management Plan</b> including: signage, disabled parking, VIP parking, pedestrian access for emergency services, impact on public transport services and emergency services, promoting alternative transport / routes		Yes	No
Prepare a detailed <b>Risk Management Plan</b> including: contingency plan and advertising, first aid provisions, event risk management, contingency plans (inclement weather etc)		Yes	No
Prepare a detailed <b>Site Plan</b> including: draw to scale, include all structures (tents, stalls, stages, portable toilets, bar), show where cooking is occurring, show where the power is located, include the street/s that border the area, include fixed structures such as amenity blocks, total number of toilets and hand basins (including disabled toilet/s), barriers and fencing		Yes	No
Prepare an <b>Emergency/Evacuation Plan</b> : include site map showing evacuation route, entry and exit points and access for emergency services		Yes	No
Prepare a <b>Waste Management Plan</b> including: regular toilet, cleaning and replenishing during the event, regular clean-up of venue, provisions of garbage bins, details of post-event clean-up and rubbish removal		Yes	No
Prepare a <b>Security Plan</b> including: crowd control, security guards, cash security		Yes	No
Prepare an <b>Accessibility Plan</b> to ensure access for all people including those with a disability, including toilet facilities		Yes	No
Prepare a <b>Volunteer Management Plan</b>		Yes	No
Prepare a <b>Sponsorship Management Plan</b>		Yes	No