[Insert organisation name/logo]

# EVENT PLANNING CHECKLIST

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| **Task** | **Check ✓** |
| **Initial planning** |  |
| Carry out consultations - establish support for facilitating the event and provide on-going feedback |  |
| If required, develop a committee to run the event including stakeholders such as government agency staff, local government staff, other organisations, interested community members, research bodies and client representative groups |  |
| Seek support from local media |  |
| Determine aims and objectives |  |
| Determine how success will be judged |  |
| Decide the specific message be to be delivered through the event |  |
| Ascertain what the event will and will not include |  |
| Consider whether there will be a number of events |  |
| Decide whether an event coordinator is required |  |
| Consider whether the planned event fits well with activities that normally take place in that part of the community |  |
| Consider how to best spread the risk and work |  |
| Determine the lead time for organising the event |  |
| Ascertain which local, state & federal government agencies need to be advised about the proposed event |  |
| Tentatively book venues, speakers, acts, equipment when making enquiries about costs |  |
| Complete funding applications if applying for funding - many grant applications must be submitted at least four to six months before the event |  |
| Develop an event plan |  |
| **Cost** |  |
| Determine if the event will fund itself (through registration or sponsorship), or whether it will it be free |  |
| Develop budget |  |
| Ascertain whether funding is available from local, state or commonwealth governments, or philanthropic organisations |  |
| Determine how financial records will be kept |  |
| Ascertain and state accountability issues |  |
| **Insurance** |  |
| Ascertain potential legal liabilities arising out of staging an event |  |
| Determine what information is required about insurance for public events |  |
| Decide how appropriate insurance cover will be ensured |  |
| Consider the risks with volunteers |  |
| Ascertain what insurance is needed for hire equipment |  |
| **Staffing** |  |
| Ascertain which activities staff will, and will not, do |  |
| Determine how everyone will know what their role is |  |
| Ascertain whether support workers/professionals will be required in the team |  |
| Determine whether steps need to be taken to ensure appropriate levels of child protection |  |
| Decide how volunteers will provide assistance for the event |  |
| **Marketing and promotion** |  |
| Consider whether the event will benefit from publicity |  |
| Determine whether publicity will be free or paid for |  |
| Clearly state the messages to be promoted |  |
| **Logistics** |  |
| Determine when the venue can be accessed |  |
| Obtain contact details of caretaker for the venue |  |
| Obtain the written contract &/or guidelines for specific venue hire |  |
| Determine what sort of equipment is needed for a successful event |  |
| Establish whether there will be enough lighting, and if not, work out how to fix it |  |
| Determine how people will get to the event |  |
| Decide what additional transport should be arranged |  |
| Ascertain whether there is disability access |  |
| Determine what will happen if it rains |  |
| Ascertain the crowd control issues |  |
| Decide whether security will be required, and if so, who will provide security |  |
| Ascertain whether any noise issues are likely to be associated with the event |  |
| Determine what can be done to ensure there is minimal impact on the community and area immediately adjacent to the event |  |
| Ascertain whether there are likely to be concerns with drug and alcohol abuse, and if so, how to prevent and/or control and/or minimise harm |  |
| Consider emergency procedures and how they will be communicated |  |
| Determine circumstances in which police, fire or ambulance services may need to be involved |  |
| Consider the health and safety issues and those who are likely to be affected by any procedures addressing work health safety matters |  |
| Determine who will look after the management of traffic |  |
| Ascertain whether the projected rate of traffic flow will require an application for road closures |  |
| Determine who takes away the waste that will be generated at this event |  |
| Ascertain who can supply food at the event |  |
| Determine how drinking water will be supplied at the event |  |
| Find out if there any licences or regulations associated with selling or giving away food and\or drinks at events |  |
| **12-16 weeks before the event** |  |
| Confirm all speakers, performers and equipment |  |
| Firm venue booking and check safety, insurance, power requirements and council restrictions |  |
| Organise production and ordering of merchandise |  |
| Liaise with booking and support people as needed:   * catering * first aid * photographer |  |
| **8 weeks before the event** |  |
| Check status of funding |  |
| Develop a contingency plan and incident register |  |
| Develop maps of the local community and region indicating places of interest |  |
| **4 weeks before the event** |  |
| Committee meeting to consider:   * organised events * safety * security * emergency procedures * layout * power supply * shade * toilets * other risk management strategies required |  |
| Develop a procedures sheet for the event and distribute |  |
| Ensure merchandise and signage is confirmed |  |
| Organise advertising places |  |
| **3 weeks before the event** |  |
| Ensure everyone has a copy of the emergency procedures plan and is familiar with it |  |
| **2 weeks before the event** |  |
| Distribute promotional material |  |
| Prepare name tags – all involved should have one |  |
| Prepare an event toolbox:   * tape/rope/string * blue-tack * pen/paper/marker pens * batteries * cameras * mobile phones and two way radios * phone list of all the team members |  |
| **1 week before the event** |  |
| Increase advertising |  |
| Liaise with outside agencies to confirm details |  |
| Confirm all bookings |  |
| Distribute all radio and television releases |  |
| Check equipment is ready and in good condition |  |
| Organise for media attention to be collected & taped |  |
| **The day before the event** |  |
| Organising committee meet day before event to commence checking all preparations:   * emergency exits * security staff * float for door/canteen * equipment * safety requirements   Meet with the team to discuss plan for the next day |  |
| **Event Evaluation and Follow Up** |  |
| Event evaluation processes have been established |  |
| Write up evaluation and report for the committee and any funding agencies |  |
| Debrief staff and participants – highlight concerns and recommendations and distribute a summary of this debrief to relevant people |  |
| Send thank you letters and /or /or certificates |  |
| Promote achievements of the event |  |