

Event Planning Checklist

Name of event

Date of event

Budget & Funding

- ☐ Prepare an event budget and monitor spending
- ☐ Investigate external funding or grant opportunities
- ☐ Prepare a sponsorship proposal to attract potential sponsors

Participants & Entertainment

- ☐ Book entertainment and performers
- ☐ Confirm participants and stall holders and ascertain their power requirements
- ☐ Book amusements
- ☐ Prepare any speeches, presentations or prizes required
- ☐ Book MC and any officials to speak

Accessibility

- ☐ Ensure the event layout provides for the best access and circulation
- ☐ Ensure stalls or performance areas do not block kerb ramps
- ☐ Provide disabled parking spaces close to the event site
- ☐ Ensure availability of portable accessible toilet facilities and marquees
- ☐ Ensure thoroughfares are well defined and clearly marked

Permits & Licensing

- ☐ Apply for a Limited Liquor Licence
- ☐ Apply for OneMusic licence
- ☐ Apply for any necessary Busking, or Street Trading Permits from Council
- ☐ Apply for any necessary Planning Approvals from Council
- ☐ Discuss any special requests such as fireworks, helicopter landings with Council

Infrastructure

- ☐ Order marquees, staging, tables, portable toilets, generators, chairs, and all necessary equipment (no pegging permitted)

Environmental Health

- ☐ Submit Food Business Notification form to Council
- ☐ Ensure food and beverage traders receive Food Safety Fact Sheets
- ☐ Implement measures to ensure noise is kept to an acceptable level
- ☐ Check if COVID Safe or COVID Management Plan to SA Health

Lighting & Power

- ☐ Engage licenced South Australian electrician to install / test / certify all electrical installations
- ☐ Ensure adequate natural or artificial lighting provided for setting up, conducting and dismantling event
- ☐ All electrical equipment to be tested and tagged
- ☐ Power cords to be in cable trays or raised above the ground
- ☐ All leads, plugs etc. are protected from weather and water

Facilities

- ☐ Ensure adequate toilet and hand washing facilities available
- ☐ Ensure drinking water is readily available (ideally free of charge)
- ☐ Ensure there is adequate shelter from the forecast weather conditions
- ☐ Ensure there is adequate seating and rest areas

Traffic Management & Parking

- ☐ Apply for any road closures or changes to speed limit through Council
- ☐ Distribute temporary parking permits to organisers / participants
- ☐ Ensure that there is controlled traffic flow and adequate directional signage

Waste Management & Cleaning

- ☐ Organise bin recycling system
- ☐ Ensure participants use compostable products
- ☐ Arrange for cleaners during and post event

Protection of Parks & Open Spaces

- ☐ Limit vehicle access to event site
- ☐ Place staging or boarding down in high traffic areas
- ☐ Set up root protection zones for significant trees

Safety & Risk Management

- ☐ Obtain Public Liability Insurance (minimum \$20 million) and provide a copy of the Certificate of Currency to Council
- ☐ Conduct a Risk Assessment
- ☐ Develop an Emergency & Evacuation Plan
- ☐ Notify Emergency Services
- ☐ Check SafeWork SA registration for amusement structures
- ☐ Engage licenced security personnel
- ☐ Arrange for First Aid to be in attendance
- ☐ Develop a lost child policy
- ☐ Develop a Weather Contingency Plan
- ☐ Ensure any hazardous areas or materials are clearly signed or fenced off
- ☐ Ensure suitable fire extinguishers and blankets are placed in appropriate areas
- ☐ Ensure mobile plant (forklifts, cherry pickers etc.) are only operated by certified operators
- ☐ Complete SafeWork SA Public Events Assessment Checklist & Gas Safety event catering checklist

Contractors

- ☐ Ensure all contractors are inducted when they arrive on site
- ☐ Check all necessary insurances and qualifications

Staff & Volunteers

- ☐ Recruit adequate staff and volunteers to assist on the day of the event
- ☐ Ensure all staff and volunteers are inducted when they arrive on site
- ☐ Arrange water and meals for staff and volunteers

Prepare Documentation

- ☐ Site map
- ☐ Run sheet
- ☐ Contact sheet
- ☐ Risk Assessment
- ☐ Emergency & Evacuation Plan

Stakeholder Notification

- ☐ Prepare notification for surrounding residents and businesses
- ☐ Notification to be delivered no later than 7 days prior to event
- ☐ Invitations to officials, dignitaries and guests

Marketing, Promotion & Signage

- ☐ Develop a Marketing Plan
- ☐ Create promotional material (e.g. posters, flyers,
- ☐ Distribute promotional material
- ☐ Advertise online and via social media
- ☐ Send details of your event to Council's events team
- ☐ Place an ad in the local paper
- ☐ Prepare site signage eg. toilets, water, first aid

Post Event

- ☐ Thank you letter to all participants and sponsors
- ☐ Post-event debrief and evaluation
- ☐ Finalise budget