

Event Plan

This document assist in planning your event and is supplementary to an application.

Event Name

Event date and time

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Event Overview

Name

Event Name

Date and Time

Event Date and Time

Date

Time

Set Up and Pack Down

Date

Time

Location

Where is the event held?

Name

Room (if required)

Capacity

Toilets

Booking Confirmation ID

Other

Attendance

Who will attend

Number of people

Target Audience

Scope

Event Idea

Objective

Reason for the event

Stakeholders

Who is involved in the event?

Event Team

Role	Name	Phone number
Event Manager		
Logistics Officer		
VIP Officer		
Incident Officer		
Lost Persons Officer		
Stall/Vendor Officer		
Activities Officer		
Entertainment Officer		
Volunteer Officer		
Traffic Officer		
Finance Officer		
Cash Officer		

Insurance

Insurance Details

NB: ATTACH Insurance Certificate to this document.

Name of Insurance Broker	
Cert. of Currency Reference	
Insurance Class	
Policy Number	
Expiry Date	
Phone Number	
Liability Amount	
Name of Insurer	
Name of Insurance Broker	
Cert. of Currency Reference	
Insurance Class	
Policy Number	
Expiry Date	
Phone Number	
Name of Insurer	

Activities

Activity	Organisation	Details	Confirmed

Food Trucks – To Be Confirmed

Business	Contact	Confirmed	Docs Rec'd	Funds Rec'd

Entertainment

Organisation	Contact	Details	Confirmed

Special Guests List

Organisation	Contact	Contact Details	Confirmed

Information Stall invitations

Organisation	Contact	Confirmed	Contact Details

Public Safety

Incident Control

Incident Control	Arrangements/location
Event Headquarters (HQ)	
First Aid Post	
Emergency exit	
Evacuations Assembly Point	
Communication Devices	
Incident Report Form	

Mark Event HQ and Incident Control on SITE PLAN.

Incident Personal

Role	Name/location	Contact number
First Aid Officer #1		
Event Manager		
Incident Officer		
Lost Person's Officer		
Fire Extinguisher Trained		
Emergency	FIRE AMBULANCE POLICE	000
Cockburn Police	Cockburn Police Station 34 Linkage Ave, Cockburn Central	131 444, 6174 9666
Murdoch Fire and Rescue	126 Murdoch Drive, Murdoch WA 6154	08 9313 8177
Fremantle Fire and Rescue	20 Phillimore St, Fremantle WA 6164	08 9335 6262
Nearest Hospital	Fiona Stanley 11 Robin Warren Drive Murdoch	08 6152 2222
CoSafe	Direct line	1300267233
City of Cockburn	Office	08 9411 3444
Poison Information Line		13 11 26
SES Emergency Assistance		13 25 00
Emergency Information	Information only	13 33 37

NB: Notify Police and Fire and Rescue of event 3 weeks before, ATTACH a copy to the Planner.
Mark Emergency Service Entry on SITE PLAN

Fire Equipment

Fire Equipment on site?	Locations/notes
Equipment – Hand held extinguishers	
Equipment – Fire Blanket	
Equipment – Fire hose	
Equipment – Other	
Fire Danger Rating	

Disability Accessibility

Requirement:	Note
Parking	
Access	
Toilets	
Path ways	
Door ways	
Isles	
Complaint Procedures	Name and Mobile No. or Email

Traffic, Parking and Pedestrians

Requirement:	Location
Emergency Service Access	
Key Stake Holders	
Disabled Patrons	
General Parking	
Public Transport	
Other – i.e. Road closures	

Neighbour Notifications

Do you need to notify the adjoining properties/neighbours?

(Outline details)

EVENT NOTICE TO ALL NEARBY RESIDENTS

Signage

Promotion	QTY	Details
Event Promotion Banners		
A3 pop up signs		
No Smoking		
No Alcohol		
Lost and found		
Parking		
ACROD Parking		
HQ		
Toilets		
First Aid		
Water		
Lost Persons		
Security		

Security

Is SECURITY required? If YES:

Company	
Contact Details	
Licence Details	
Number of Security at event	
Contact on the day	

Noise

Will the event make NOISE? If YES:

Expected Level	
Name	
Contact Details	
Contact on the day	

Fencing

Is FENCING required? Give details

Supplier Details:

Company	
Name	
Contact Details	
Fencing Required	
Contact on the day	

Mark Fencing on SITE PLAN

Lighting & Power

Is Additional LIGHTING and POWER required? Give details

Supplier Details:

Company	
Name	
Contact Details	
Description	
Company	
Name	
Contact Details	
Description	

Mark Lighting control and mains power and generators on SITE PLAN

Structures

Will there be TEMPORARY STRUCTURES at the event?

Object	Size
Stages & Platforms More than 12m ² in area or more than 300mm above ground	
Seating	
Marquees More than 24 m ² in area	
Bouncy Castle	
Climbing Wall	
Temporary Cinema	
Amusement Rides	

Has a Building Surveyor been sought or sighted for temporary structures?

If YES:

Name	
Number	
Permit Date	
Description of structure	
Building Surveyor	
Contact Details	

NB: Applications must be received one month prior to the event. Please attach a copy of your Building's Structural Certification. Mark Structures on SITE PLAN

Public Health

Food

Will FOOD be supplied/sold at the event? If YES:

FOOD Vendor	Contact	Food Type	Council Permit
Number Gas Cylinders			

NB: Council Permit and stall plan is required for all food supplied/sold. Min TWO weeks' notice.
Mark Food Service on SITE PLAN

Alcohol

Will ALCOHOL be at the event? If YES:

Will alcohol be sold or BYO?	
COC Permission	
Liquor Licence	
Contact at event	

Toilets

Number of Toilets	
Male	
Female	
Disabled	
Company (if required)	
Contact	
Cleaner	

Make sure toilets are booked in COC building's. Mark Toilets on SITE PLAN

Water

Drinking Water

Location

Source of Water

Shelter

Shelter

Location

Sunscreen

Mark Shelter on SITE PLAN

Bins

Are extra BIN required?

Number of Bins

Bin Removal

Mark Bins on SITE PLAN

Marketing Plan

Promotion

Promotion	QTY	Distribution Plan
Flyers/Newsletters		
Posters		
Social Media		
Media Release		
Banners		

Banner (yet to be finalised and approved)

<Insert Banner Here>

Banner Locations

<Insert Map with Banner Locations Here>

Fill out Community Development sign application form if required

Flyer (yet to be finalised and approved)

<Insert Flyer Here>

Signs (Yet to be finalised and approved)

<Insert Sign Here>