

EVENT MANAGEMENT PLAN

DRAFT TEMPLATE

EVENT NAME

<Logo/Picture>

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THE EVENT

Insert overview

EVENT DETAILS

Date

Hours of Operation

Location

Bump In

Bump Out

Expected No of People

KEY CONTACTS

The successful delivery of this event depends on the collaboration of the following community groups, identified as key contributors:

ORGANISATION	CONTACT	EMAIL	MOBILE

SITE MAP

Please see **ATTACHMENT 1**.

CHAIN OF COMMAND

Initial management and control of the event will be the responsibility of XXXX

On the day of the event, the event Site Controller will be XXXX

XXXX will manage the bump in and bump out of all participating vendors and contractors.

EMERGENCY PROCEDURES

Medical

NSW Ambulance will be notified of the event prior to the day.

Fire

In the event of fire notify the Event Site Controller immediately who will call 000.

Police

NSW Police have been briefed on the event and a Notice of Public Assembly form as been submitted.

In the event that an ambulance or other emergency services are required, the Site Controller will notify Emergency Services directly on 000 in the event of a serious incident.

COMPLAINT HANDLING PROCEDURE

Who and how

.

ACCESS POINTS

Emergency Evacuation

Emergency evacuation location is XXXX

Emergency Access

An emergency access route will be available from XXX

Please refer to site plan (**ATTACHMENT 2**) for details.

Access Parking

Accessible parking is located at XXXX

TRAFFIC MANAGEMENT

Please see Attachment 2.

In summary, the traffic management plan is as follows: write how you plan to manage traffic

- Road closures
- Barriers locations
- Staff
- Signs

Parking

Parking is available at various sites including XXXX – add map

Car pooling and walking are encouraged

WASTE MANAGEMENT

- The Site Controller will inspect the grounds the day before and the morning of the event for any rubbish, sharp items etc and remove them.
- Bins – what is ordered XXXX.

Toilets

The public toilets are available at different locations XXXX

Portaloos are being located at XXXX

Glass

No glass permitted, park rules will apply

Smoking

This is a smoke free event. Smoking is banned in all enclosed public places and certain outdoor public areas, under the [Smoke-free Environment Act 2000](#) and the [Smoke-free Environment Regulation 2016](#).

ALCOHOL MANAGEMENT

XXXX

NOISE MANAGEMENT

Low noise impact on surrounding residents will occur only between 9:00am – 12:00pm

SECURITY

NSW Police have been advised of the event and will have a presence on the day.

RSA security XXXX

STAKEHOLDER MANAGEMENT

E.g. community and surrounding businesses have been notified of the event via letterbox drop XXXX

TERRORISM

In the event of a terrorism threat, key roads XXXX will be secured with either water filled barriers or PSC trucks behind the road closure barriers.

Due the openness and scale of the park, it is not possible to secure the perimeter of the whole site in this manner.

Any incident would immediately be reported to 000.

PUBLICITY

The event is being publicised on social media, in local newspapers and on Council's website and will include the following key activities:

ACTIVITY	KEY MESSAGE	AUDIENCE

INCLEMENT WEATHER PLAN

The event will be postponed should storms or high winds be predicted, as this will impact the proposed activities. The event manager will determine this.

Item	Action e.g.
Showers leading up to event	• Day before – check ground of site for slip hazards • Have mats for covering bad areas • Event not cancelled
Showers on the day	• Check site for slip and power hazards • Event not cancelled.
High Showers/ Storms	• Event will be postponed
High temperatures	• Ensure drinking water on site • Event not cancelled • Ensure staff have hats on
High winds	• Check and monitor tree branches • Event not cancelled • If unsafe event will be postponed

If event is cancelled, event Site Controller to make decision.

1. Contact Person – XXXX
2. Signage at site
3. Media
 - notify on social media
XXXX

RUN SHEET

SCHEDULED ACTIVITIES

BUMP IN

DATE & TIME	ACTIVITY	DETAIL	WHO IS RESPONSIBLE

EVENT DAY

DATE & TIME	ACTIVITY	DETAIL	WHO IS RESPONSIBLE

BUMP OUT

DATE & TIME	ACTIVITY	DETAIL	WHO IS RESPONSIBLE

ATTACHMENT 1: TRAFFIC MANAGEMENT PLAN EVENT

Map