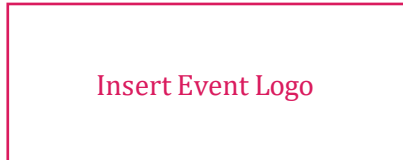


EVENT MANAGEMENT PLAN

Insert Event Name

Insert Event Location and date/s



Contents

Event Overview	2
Event Schedule	2
Event Contacts	3
Council / Stakeholder Contacts.....	3
Team Structure	3
Site Plan.....	4
Waste Management Plan	4
Noise Management Plan	4
Parking Plan.....	4
Communication Plan	5
Contingency Plan	5
Emergency Management Plan	5
Appendices	5

Insert Event Name

Insert Event Location and date/s

Event Overview

Insert Event Overview, Mission and Vision Statements

Event Schedule

Breakdown all elements of the event including bump in and bump out in the below table as a snapshot of all activity

Date / Time	Location	Activity

Expected Attendance

Numbers and Demographic of expected attendance over the whole event and at any one time

Insert Event Name

Insert Event Location and date/s

Event Contacts

Populate table with all event staff and contractors

Name	Role	Phone

Council / Stakeholder Contacts

Populate table with all stakeholder and government agency contacts

Organisation	Role	Phone / Email

Team Structure

Populate table with all event staff roles and responsibilities

Event Management Team		

Insert Event Name

Insert Event Location and date/s

Site Plan

Insert site plan image identifying

- The location and surrounding roads
- Temporary Structures (Marquees, Food trucks, Stage, amusements)
- Location of bins, toilets & first aid
- Emergency Services locations and/or access points
- Evacuation muster point
- Parking including accessible parking
- Power and Water Source (if relevant)
- Fencing (if relevant)
- Traffic Management (if relevant)
- Liquor licensed area (if relevant)
- Fireworks exclusion zones (if relevant)

Waste Management Plan

Details of waste supplier, number of bins. Specify sustainable practices engaged. Eg recycling, food vender requirements (if relevant)

Noise Management Plan

Details of sound equipment used and how noise is generated. Eg DJ, Band, MC. Detail on speaker direction and type as well as monitoring sound level information.

Parking Plan

Details on parking for the event and how this has been communicated to event patrons. Include efforts to minimize car numbers and encourage bike and public transport. Identify overflow parking areas.

Insert Event Name

Insert Event Location and date/s

Communication Plan

The nonevent community must be communicated to especially if road closures and public areas are closed or inhabited by the event. Provide details where the below key details have been communicated including the timeframe and type of communication.

- Event Dates and timing
- Event Website and Contact Details
- Areas impacted.

Contingency Plan

Include details on extreme weather conditions and the plans for the event in these circumstances

Emergency Management Plan

Details on first aid providers and chain of command in the event of an emergency

Appendices

- Risk Management Plan
- Traffic Management Plan
- Site induction
- Temporary Food Business Notification forms
- Engineer Certificates for any structures on site
- Relevant Aquatic Licenses
- APRA/AMCOS Certification
- Hunter Screen Approvals
- Amusement Device documentation
- Liquor License documentation
- Pyrotechnic documentation
- Public Rally or Protest, NSW Police Form 1 Notice of intention to hold a public assembly