

EVENT CHECKLIST

9-12 Months out

- Event Concept and Name Development
- Book Venue
- Organise PLI
- Secure Funding & Sponsorship

6-9 Months Out

- All Stakeholder Notification
- Budget development
- Permit Applications
- Traffic Management Plans
- Book Contractors
- Book Logistics and Equipment
- Identify ticketing model

3-6 months out

- Organise Event Promotion
- Prepare Risk assessments
- Appoint Staff and Volunteers

2 months out

- Distribute Media releases
- Marketing Plan Activation

1 month out

- Run Sheets with Event Contacts finalised
- Community notification
- License acceptances received
- Prepare Photography brief
- Event Management Plan finalised

Bump In

- Site Inductions
- Risk Plan checked

Event Day

- Deliverables met
- Surveys conducted

Post Event

- Accounts reconciled
- Evaluations and Feedback Collated