



# EVENT PLANNING CHECKLIST

## General Information

The following checklist has been created as a guide to assist planning of a community event in Logan City.

EVENT DETAILS			
<b>Organisation</b>			
<b>Event Name</b>		<b>Event Date</b>	
<b>Event Description</b>			
<b>Event Target Audience</b>	<input type="checkbox"/> U/15 <input type="checkbox"/> 15 - 18 yrs <input type="checkbox"/> Adults <input type="checkbox"/> Seniors <input type="checkbox"/> Family <input type="checkbox"/> Other		
<b>Estimated Attendees</b>			
<b>Event Participants</b>	<input type="checkbox"/> Sponsors <input type="checkbox"/> Artists <input type="checkbox"/> Food & Drink Vendors <input type="checkbox"/> First Aid <input type="checkbox"/> Ride providers <input type="checkbox"/> Volunteers <input type="checkbox"/> Staff <input type="checkbox"/> Stall Holders <input type="checkbox"/> Police <input type="checkbox"/> Other		
<b>Cost of Entry (if applicable)</b>	\$		
<b>Venue</b>			
<b>Event Address</b>			
		<b>Postcode</b>	
<b>Event Start Time</b>		<b>Event Finish Time</b>	
<b>Arrival (bump in) Time</b>		<b>Departure (bump out) Time</b>	
<b>Event Manager</b>			
<b>Event Manager Phone</b>			

EVENT ADMINISTRATION			
Task	Responsibility	Completion Date	Notes
Develop an Event Project Plan			
Undertake Risk Management Assessment			
Organise event insurances (i.e. Public Liability, Workers Compensation, Personal Indemnity etc)			
Confirm Venue and Contractor Insurances (i.e. stall holders, artists etc)			
Undertake community consultation (i.e. event, noise, traffic changes)			
Inform Logan City Council's Sport and Recreation Team (call 3412 3412)			
Develop event budget			
Seek sponsorship/grant funding			
Arrange regular meetings with stakeholders			
Develop an event run sheet and site map			

*This Club Development Tool is a part of Logan City Council's Sport, Recreation and Community Toolbox. This Toolbox supports the sport, recreation and community organisations across the City to develop an active community, best equipped to manage their clubs and leased assets.*



# EVENT PLANNING CHECKLIST

STAFF AND VOLUNTEERING			
Task	Responsibility	Completion Date	Notes
Identify/confirm number of staff and volunteer needs			
Expression of interest for volunteers			
Ensure volunteers are registered through Volunteering Queensland			
Encourage volunteers to seek independent advice in relation to public liability insurance cover whilst volunteering			
Confirm that all volunteers and staff are suitable (i.e. blue cards, registration, protective equipment etc)			
Appoint supervisors for volunteers and staff			
Develop a volunteer and staff roster			
Develop a Volunteer Handbook/Information Pack			
Arrange and conduct volunteer and staff briefings (pre, during and post event)			

*This Club Development Tool is a part of Logan City Council's Sport, Recreation and Community Toolbox. This Toolbox supports the sport, recreation and community organisations across the City to develop an active community, best equipped to manage their clubs and leased assets.*



# EVENT PLANNING CHECKLIST

BOOKINGS AND PERMITS			
Task	Responsibility	Completion Date	Notes
Book and obtain approvals to hold an event at Council venue (eg Park, community hall, entertainment centre etc)			
Organise any required food stall permits and liquor licences			
Organise any road closure permits			
Organise any approval for temporary structures required.  Large structures temporary or permanent may be subject to development assessment or other approvals.			
Organise any copyright licences for the performance of live or recorded music, plays, scores and music videos  Organise an APRA (Australasian Performing Right Association) Event Licence Application			
Organise a site inspection of your venue and ensure all infrastructure, facilities, access, seating, lighting water and power is suitable for your event			
Ensure adequate toilet, hygiene and sanitary provisions			
Assess the impact of noise and noise minimisation			
Organise venue maintenance before your event including cleaning, mowing etc			
Undertake a pre-event inspection of the areas being used to identify any potential hazards that require attention			

*This Club Development Tool is a part of Logan City Council's Sport, Recreation and Community Toolbox. This Toolbox supports the sport, recreation and community organisations across the City to develop an active community, best equipped to manage their clubs and leased assets.*



# EVENT PLANNING CHECKLIST

## BOOKINGS AND PERMITS (CONTINUED)

Task	Responsibility	Completion Date	Notes
Determine your power and lighting requirements for the event. Arrange additional power and lighting requirements if necessary.			

## PRODUCTION REQUIREMENTS AND EQUIPMENT

Task	Responsibility	Completion Date	Notes
Identify and arrange production hire requirements (i.e sound and audio visual equipment, marquees, audience seating etc)			
Identify location of hire requirements on site map			

## HEALTH, SAFETY AND RISK MANAGEMENT

Task	Responsibility	Completion Date	Notes
Identify all emergency requirements, evacuation points etc			
Develop distribute an Emergency Management Plan			
Ensure all staff, volunteers, vendors etc are provided with safety briefing/induction			
Ensure safety training has been provided for identified risks for staff and volunteers			
All electrical equipment is tagged and tested			
Organise availability of first aid including qualified officers to administer first aid			
Organise Police presence if required			
Organise SES if required			
Review the Risk Assessment Plan			
Ensure availability of adequate personal protective equipment (high visibility vests, hat, sunscreen etc)			
Ensure all third parties have required insurances, permits, registrations and compliance with any regulations.			



# EVENT PLANNING CHECKLIST

TRAFFIC MANAGEMENT, PARKING AND SIGNAGE			
Task	Responsibility	Completion Date	Notes
Determine road closures or changes to traffic conditions			
Develop a Traffic Management Plan including parking and pedestrian access			
If applicable - apply for a road closure permit from your local police station			
Inform local residents and businesses of road closures			
Organise barriers, road changes/closure signs from your Council's Road Construction Maintenance Depot or SES			
Organise an area and signage for disabled, VIP and stall holder parking			
Organise general parking areas			
Organise traffic controllers to control parking			
Send event brief, site map, parking map, VIP/stall holder list to traffic controllers			
Organise appropriate signage eg toilets, directional, first Aid, parking, information, promotional, recycle, activity etc. Install and remove signage.			

WASTE MANAGEMENT			
Task	Responsibility	Completion Date	Notes
Determine waste requirements			
Develop a Waste Management Plan including: <ul style="list-style-type: none"> <li>• Number of bins, type of bins eg recycling, general waste, locations of bins;</li> <li>• Book delivery of bins and collection of waste;</li> <li>• Recycling signage; and</li> <li>• Regular waste monitoring and removal in peak times.</li> </ul>			
Plan and book locations for portable toilets if required.			

*This Club Development Tool is a part of Logan City Council's Sport, Recreation and Community Toolbox. This Toolbox supports the sport, recreation and community organisations across the City to develop an active community, best equipped to manage their clubs and leased assets.*



# EVENT PLANNING CHECKLIST

SITE MAP DESIGNATED AREAS			
Task	Responsibility	Completion Date	Notes
Prepare a site map and any other relevant maps eg parking or road closure			
Distribute site map to all stakeholders			
Ensure the areas are marked on the site map and appropriate signage is displayed			

WET WEATHER/EVENT CANCELLATION/EVENT POSTPONEMENT			
Task	Responsibility	Completion Date	Notes
Develop a wet weather plan			
Prepare cancellation statements etc			
Review 7 day weather forecast to determine your event may need to postpone or cancel due to bad weather			

*This Club Development Tool is a part of Logan City Council's Sport, Recreation and Community Toolbox. This Toolbox supports the sport, recreation and community organisations across the City to develop an active community, best equipped to manage their clubs and leased assets.*





# EVENT PLANNING CHECKLIST

<b>ENTERTAINMENT</b>			
<b>Artists/Workshop Activities</b>			
<b>Task</b>	<b>Responsibility</b>	<b>Completion Date</b>	<b>Notes</b>
Collate a list of potential artists and contact			
Ensure artists have relevant insurance, registration etc and contracts are reviewed and signed			
Provide run sheet, event brief, site map and any additional necessary information to artists			
<b>MC and Stage Manager</b>			
<b>Task</b>	<b>Responsibility</b>	<b>Completion Date</b>	<b>Notes</b>
Collate a list of possible MCs and stage managers. Obtain quotes as required.			
Confirm MC, arranging contract, briefing and provision of relevant event documentation			
<b>Prizes</b>			
<b>Task</b>	<b>Responsibility</b>	<b>Completion Date</b>	<b>Notes</b>
Source prizes as required			
<b>Rides</b>			
<b>Task</b>	<b>Responsibility</b>	<b>Completion Date</b>	<b>Notes</b>
Determine whether rides are appropriate for the event, access to site and available space at the venue			
Seek and confirm ride providers, arrange contracts, briefing and provision of relevant event documentation			
Ensure appropriate insurances, registration and compliance of ride providers			

*This Club Development Tool is a part of Logan City Council's Sport, Recreation and Community Toolbox. This Toolbox supports the sport, recreation and community organisations across the City to develop an active community, best equipped to manage their clubs and leased assets.*



# EVENT PLANNING CHECKLIST

## FOOD AND BEVERAGE (VENDORS AND MARKET STALLS)

Task	Responsibility	Completion Date	Notes
Expression of Interest for vendors and stallholders			
Confirm vendors/stall holders and allocate sites			
Ensure appropriate insurances, registration, licensing and compliance with legislation			
Send confirmation package, site map, event run sheet and any other documentation to vendors			
Assess whether alcohol will be available			
Ensure a temporary liquor licence/permit through the Office of Liquor and Gaming Regulation and any other approvals associated with the venue			
Ensure all staff serving alcohol have appropriate RSA licensing			
Book security and inform Police			

## MARKETING AND MEDIA

Task	Responsibility	Completion Date	Notes
Prepare a Marketing Plan for your event			
Flyers, posters, newspaper ads, corflute signs, banners, website banner and ad, email signatures etc			
Arrange social media requirements			
Create and send a media release			
Book in newspaper ads with local newspapers including any road closure notifications			
Obtain approval to place banners near your venue			
If required prepare a shopping centre display			
Book radio ad spots, write a script and finalise recording			
List event on your website or create an event website			

*This Club Development Tool is a part of Logan City Council's Sport, Recreation and Community Toolbox. This Toolbox supports the sport, recreation and community organisations across the City to develop an active community, best equipped to manage their clubs and leased assets.*





# EVENT PLANNING CHECKLIST

SPONSORSHIP			
Task	Responsibility	Completion Date	Notes
Prepare a sponsorship proposal			
Arrange meetings with potential sponsors			
Confirm sponsors and send through confirmation and contract to sign			
Request sponsors logos in a usable format (i.e. jpeg)			
Confirm payment			
Arrange signage and other benefits			
Send letter of thanks and outcome report			

PROTOCOL			
Task	Responsibility	Completion Date	Notes
Invite the Mayor and/or Councillors, Federal and State Members of Parliament			
Send an invitation/flyers			
Send event pack with car passes, site map and run sheet			
If applicable - organise a Welcome to Country			
If applicable – organise event feedback			

*This Club Development Tool is a part of Logan City Council's Sport, Recreation and Community Toolbox. This Toolbox supports the sport, recreation and community organisations across the City to develop an active community, best equipped to manage their clubs and leased assets.*



# EVENT PLANNING CHECKLIST

POST EVENT			
Task	Responsibility	Completion Date	Notes
Arrange a debrief meeting with staff/stakeholders			
Prepare and distribute an event report			
Organise purchase orders and payment of invoices			
Place thanks, photos and post event information on website			

APPROVALS AND ADVICE		
Request	Council Branch	Contact
Event Organisation	Marketing Sport and Recreation	3412 4639 3412 3412
Bookings and Approvals: Parks	Parks	3412 5338
Bookings: Council Venues	Community Centres	3412 5410
Bookings: City Administration Centre Precinct	City Administration	3412 4393
Waste Management	Waste Services	3412 5459
Temporary Food Stall Permits	Environment & Sustainability	3412 5310
Traffic Management Plan/Road Closures	Road Infrastructure Planning	3412 5398
Approval of Temporary Structures	Development Assessment	3412 3412
Corporate Risk Management & Insurance	City Administration	3412 2114

*This Club Development Tool is a part of Logan City Council's Sport, Recreation and Community Toolbox. This Toolbox supports the sport, recreation and community organisations across the City to develop an active community, best equipped to manage their clubs and leased assets.*