

Event Planning Checklist

Task	When	Responsible	Notes	Completed
Pre Event				
Planning				
6 – 12 Months				
Go to Greater Hume Council's website under Quick Links, Events Guide tab for Events Guide.				
Go to Greater Hume Council's website, Events Calendar to consider conflicting or competing events for your preferred dates.				
Roles and Responsibilities: <ul style="list-style-type: none"> • Form an event organising committee and allocate roles and responsibilities. • Arrange an Event Organiser. 				
Type of event - describe the event: a show, parade, exhibition, is it participatory or spectator? If participatory, what are the activities involved (games, reading, exercise, etc.)?				
Estimate the size of the event (number of patrons).				
Location/venue; consider capacity, accessibility (Reception desk is at a height that is accessible for people who use wheelchairs, the speakers platform is accessible for people who use wheelchairs) and facilities.				
Venue is close to accessible public transport and accessible parking.				
PA system (microphone and speakers) for meetings/ events in a space with poor acoustics or with 16 or more people.				
Budget				
6 – 12 Months				
Prepare budget for event and monitor expenditure and income.				
Sponsorship: <ul style="list-style-type: none"> • Develop sponsorship proposal for cash or in kind. • Identify potential sponsors. • Follow up sponsorship proposals. • Develop sponsor testimonials. • Acknowledge sponsors. 				
Grants: <ul style="list-style-type: none"> • Research and prepare grant applications. • Acknowledge grant providers. • Grant acquitals. 				
Programming				
6 – 12 Months				
Review/develop event objectives.				
Develop event program.				
Book performers, entertainment and Master of Ceremonies.				
Send confirmation letters and pay deposits.				
Acknowledgment of Country/Welcome to Country				

Event Accessibility	Ongoing			
<p>Venue</p> <ul style="list-style-type: none"> Wheelchair accessible – people who use wheelchairs can enter, exit and move about easily. Accessible toilets. Functioning hearing loop. PA system (microphone and speakers) for meetings/events in a space with poor acoustics or with 16 or more people. Venue is close to accessible public transport and accessible parking. The speakers platform is accessible for people who use wheelchairs. Reception desk is at a height that is accessible for people who use wheelchairs. 				
<p>Sign language interpreters</p> <ul style="list-style-type: none"> Large public meeting / event - if the event is a large public meeting / event where members of the public do not need to RSVP or it is highly likely that people will turn up without RSVP, a sign language interpreter is booked at least 3 weeks in advance. Meetings / Consultations - Sign language interpreters will be booked if and when any attendees/participants indicate requirement when RSVP is received. 				
<p>Invitation</p> <ul style="list-style-type: none"> WORDING - All invitations must include the following wording "If you have any access or support requirements in order to participate fully, please let us know when you RSVP. Please note: The venue is accessible for people using wheelchairs". FORMAT - The invitation (Word and PDF) conforms to "Guidelines for producing readable text" by Vision Australia especially in relation to minimum font size 12, font type, layout and contrast colour etc. DISTRIBUTION - The invitation is available in Word or html format. If a PDF format is designed and distributed (hard and soft copies) this will be accompanied by electronic circulation of Word or html version containing identical information. 				
<p>Videos</p> <ul style="list-style-type: none"> The video is captioned. Presenters have been reminded that if the video contains any text that is not accompanied by voice over, the text will be read by the presenter. 				

Event Accessibility	Ongoing			
<p>PowerPoint presentations</p> <ul style="list-style-type: none"> Any images/photos shown/included in presentations will be described by all presenters. Any text that is specifically referred to on the screen should be read (that is, presenters do not say "As you can all see or read"). 				
<p>Documentation to be circulated prior to, or at, meeting / event</p> <ul style="list-style-type: none"> Documents (including agenda, issues papers, reports etc.) conform to "Guidelines for producing readable text" by Vision Australia. If documents are circulated prior to, or at, the event, accessible formats should be circulated concurrently or arrangements made for access to accessible formats (accessible formats include large print, Braille and Word or text versions of documents on CD, memory stick or by email). Please note - PDF documents are not accessible for people who use screen reading technology. 				
<p>Layout of room</p> <ul style="list-style-type: none"> Sufficient circulation space exists for people who use wheelchairs. Seating for people who use wheelchairs is reserved at the front or middle of the room if possible (not always at the back!). If a sign language interpreter will be present, seats are reserved at the front for people who are deaf or have a hearing impairment so they have direct line of sight and are close to the interpreter. 				
<p>Groups activities (meetings, consultations, seminars and workshops)</p> <ul style="list-style-type: none"> If group activities (including ice-breakers etc) are planned, the needs of people with disability have been considered and addressed so full participation of all participants is ensured. 				
Approvals	6 Months			
<p>Council Approvals (if required) including:</p> <ul style="list-style-type: none"> Venue Booking. Event Notification and Approval. Application for Development/Construction. Street Permits. Food and Drink Notifications. Transport Management Plan (Traffic Control Plan). Risk Assessment. Approval for Amusement Devices. 				

Approvals		6 Months			
Site Preparation and Plan: Design plan of venue/event site including: <ul style="list-style-type: none"> Plan to scale. Show North point. Area you propose to use. Indicate structures such as stage, bar, toilets. Streets binding the area. Fixed structures such as amenity blocks. 					
Food permits required from www.foodauthority.nsw.gov.au and provide a copy to Council.					
If using music, apply for APRA permit - www.apra.com.au					
Apply for Liquor Licence through Service NSW Website, Liquor and Gaming NSW.					
Risk Management		Ongoing			
Book first aid officers.					
Develop Risk Assessment Plan.					
Obtain relevant insurance and forward to Greater Hume Council for events with Council involvement.					
Develop Contingency Plans - wet weather, low attendance etc.					
Develop an emergency plan considering communication and procedures/plans.					
Are waivers and disclaimers necessary?					
Is security required?					
COVID 19		Ongoing			
Current restrictions?					
Is a plan required?					
Sufficient sanitisers, masks, signage					
QR Code posters on display					
Is security required?					
Contractors		6 Months			
Order equipment eg stage, lighting, PA system etc.					
Book portable toilets, fireworks, marquee and generators.					
Book and confirm all contractors in writing.					
Check insurance - public liability, staff, volunteers etc.					

Vendors		6 Months			
Book vendors and stall holders and confirm in writing: <ul style="list-style-type: none"> • Times of operations and venues. • Request details of electrical and other requirements. • Request copy of Certificate of Currency (insurance). • Application for temporary food premises permit. • Advise Council of Food Vendors. Seek a completed stall holders application where applicable.					
Ensure that food operators are aware of food serving requirements and notification to NSW Foods.					
Service and Equipment		Up to 6 Months			
Book required equipment, public address system, tables, chairs, signage, barriers etc. Take note of hiring conditions, particularly cancellation/refunds.					
Temporary Structures/Marquees – confirm bookings and establish set up responsibilities.					
Ensure electrical equipment is safe for use and the venue has suitable electrical capacity.					
Amenities – consider if there is sufficient toilets (including disabled toilets), are portable facilities required?					
Waste removal – discuss additional requirements with Council if necessary.					
Consider Transport Management Plan requirements ensure barriers, signage, VMS boards, traffic controllers or other requirements are arranged.					
Marketing and Promotion		3 – 12 Months			
Develop Marketing/Communication Plan (incorporating Accessibility).					
Protocols: <ul style="list-style-type: none"> • Invitations to official guests. • Aboriginal Cultural Protocols. • Auslan Interpreters 					
Design accessible promotional material.					
Design and/or update website/facebook/social media.					
Distribute accessible flyers/posters/brochures to the community.					
Submit promotional information to Greater Hume Council Tourism and Promotions area.					
Letter box drop to surrounding residents.					
Ticketing and Invitations		4 Months			
Design tickets/invitations and develop refund policy.					
What's included in the price of the ticket?					
Distribute (tickets at gate, pre-sold, online etc.) investigate ticket selling outlets and collection of tickets/RSVP's.					
Security for lost or stolen tickets.					

Security Plan		4 Months			
Book security and two way radios.					
Arrange crowd control.					
Arrange cash security, counting locations and transport.					
Cleaning and Maintenance Plan		2 Months			
Book toilet cleaners and extra paper and supplies if appropriate.					
Clean up venue/mow lawn/ clear area of debris etc.					
Organise garbage and recycling bins and waste removal.					
Other		2 - 6 Months			
Organise awards/trophies/certificates.					
Decorations.					
Organise Licensed Traffic Controllers (contact details for the Event Organiser).					
Are VIP labels required?					
Volunteers and staff.					
Prepare scripts or run sheets.					
On the Day					
Gather staff and emergency services for full briefing.					
Organise volunteer registration sign on/off area and entertainers area.					
Circulate contact list with mobile numbers and emergency numbers to all staff/volunteers.					
Confirm chain of command in case of emergency.					
Distribute incident reporting method.					
Conduct final rehearsal and sound check.					
Brief Meeter/Greeter and Minder for VIPs.					
Distribute event kit with essentials.					
Brief traffic controllers on site.					
Post Event					
Removal of all equipment and rubbish.					
Thank you letters and reports to sponsors.					
Thank you letters to staff, volunteers, performers.					
Evaluation/debrief with key stakeholders.					
Close off budget.					
Hold a debrief session to look at ways of improving the event.					
Prepare final evaluation report.					
Claim the date for your next event and register with Greater Hume Council.					