

## EVENT ORGANISER'S CHECKLIST

TASK	WHEN	RESPONSIBLE	COMPLETED	MORE INFO
<b>PLANNING</b>	<b>12 MONTHS PRIOR</b>			
Visit Events Port Stephens website and view the Events Manual				<a href="http://www.eventsportstephens.com.au">www.eventsportstephens.com.au</a>
Check out if there are any other events on at the same time you're planning to hold your event				<a href="http://www.portstephens.org.au">www.portstephens.org.au</a> <a href="http://culturehunter.org/port-stephens">http://culturehunter.org/port-stephens</a> <a href="http://www.eventsportstephens.com.au">www.eventsportstephens.com.au</a> <a href="http://www.portstephens.nsw.gov.au">www.portstephens.nsw.gov.au</a>
Visit Port Stephens Council Cultural Website to determine whether there might be any grant assistance available for your event				<a href="http://culturehunter.org/port-stephens">http://culturehunter.org/port-stephens</a>
Inform Council of your event and determine whether you need permits or approvals for: <ul style="list-style-type: none"> <li>• For road closures</li> <li>• Food and Drink permits</li> <li>• Development Application for a Place of Public Entertainment</li> </ul>				<a href="http://www.portstephens.org.au">www.portstephens.org.au</a> <a href="http://culturehunter.org/port-stephens">http://culturehunter.org/port-stephens</a> <a href="http://www.eventsportstephens.com.au">www.eventsportstephens.com.au</a> <a href="http://www.portstephens.nsw.gov.au">www.portstephens.nsw.gov.au</a>
Assemble an Event Organising Committee Form and Allocate roles and responsibilities in that committee				
<b>BUDGET</b>	<b>12 MONTHS PRIOR</b>			
Prepare budget for the event and monitor expenditure and income				
<b>BOOKINGS</b>				
Book venue and signage sites where applicable				If it's a council venue : <a href="http://www.portstephens.nsw.gov.au">www.portstephens.nsw.gov.au</a>
If the venue is a council venue – begin discussions with Waste Management				<a href="http://www.portstephens.nsw.gov.au">www.portstephens.nsw.gov.au</a> <a href="http://www.eventsportstephens.com.au">www.eventsportstephens.com.au</a>
Establish what the venue can provide and what you have to bring in to stage the event				

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Determine the travel logistics for the location <ul style="list-style-type: none"> <li>Will people travel there by bus, foot or car</li> <li>Where will they park etc</li> </ul>				
Determine availability – including the access times to set up venues				
<b>PROGRAMMING</b>	<b>10 MONTHS PRIOR</b>			
Review and or develop event objectives				
Develop event program				
Book performers, entertainment and Master of Ceremonies				
Send confirmation letters to contracted parties and pay deposits				
<b>PERMITS &amp; LICENSES</b>				
Apply to Council for any food permits required				<a href="http://www.portstephens.nsw.gov.au">www.portstephens.nsw.gov.au</a>
If using music that requires an APRA permit, go to				<a href="http://www.apra.com.au">www.apra.com.au</a>
Apply for Road Closures				<a href="http://www.portstephens.nsw.gov.au">www.portstephens.nsw.gov.au</a>
Apply for Liquor Licence				
Apply for street permits – e.g.: buskers				<a href="http://www.portstephens.nsw.gov.au">www.portstephens.nsw.gov.au</a>
<b>ESSENTIAL SERVICES</b>				
Notify Police, Fire Brigade and Ambulance about your event				

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<b>TRAFFIC MANAGEMENT</b>	<b>10 MONTHS PRIOR</b>			
Design traffic Plan including: <ul style="list-style-type: none"> <li>• Signage</li> <li>• Disabled parking</li> <li>• VIP parking</li> <li>• Pedestrian Access</li> <li>• Marshals car parking area</li> <li>• Entry and exit points</li> <li>• Lighting</li> <li>• Road Closures</li> <li>• Promoting alternative transport</li> </ul>				<a href="http://www.portstephens.nsw.gov.au">www.portstephens.nsw.gov.au</a>
<b>SPONSORSHIP &amp; GRANTS</b>				
Create sponsorship proposal <ul style="list-style-type: none"> <li>• Cash and in-kind</li> </ul>				Refer to events manual for advice on sponsorship
Identify appropriate potential sponsors				
Deliver sponsorship packages and follow up promptly				
Use sponsor testimonials and provide appropriate acknowledgement for sponsors				
Research, prepare and send relevant grant applications				
<b>MARKING &amp; PROMOTION</b>	<b>ON-GOING</b>			
Develop Marketing and Communication Plan				
Design Promotional material, basic text and logo				
Distribute flyers/posters/brochures to the community				
Submit information to Events Port Stephens website, Culture Port Stephens and Port Stephens Tourism				

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Letter box drop to surrounding residents to your event perimeter if applicable				
Submit advertisement/media release and What's on updates to relevant outlets able to publicise your event				
Design and/or update your website				
<b>RISK MANAGEMENT</b>	<b>ON-GOING</b>			
Book first aid officers				<a href="http://www.stjohn.org.au">www.stjohn.org.au</a>
Conduct Risk assessment involving all key stakeholders				
Create Risk Management Plan				<a href="http://www.eventsportstephens.com.au">www.eventsportstephens.com.au</a>
Obtain relevant insurance and send copies to Council if required				
Develop Contingency Plans – wet weather, low attendance etc				
<b>CONTRACTORS</b>	<b>6 MONTHS PRIOR</b>			
Order equipment required eg: stage, lighting etc Book portable toilets fireworks, marquee, generators etc				Some contractors/companies can be found on: <a href="http://www.eventsportstephens.com.au">www.eventsportstephens.com.au</a>
Book and confirm all contractors in writing				
Check insurance – public liability, staff, volunteers etc				
<b>VENDORS</b>	<b>6 MONTHS PRIOR</b>			
Book vendors and confirm in writing; <ul style="list-style-type: none"> <li>• Times of operators and venues</li> <li>• Request details of any electrical equipment</li> <li>• Request copy of certificate of currency</li> <li>• Application for temporary food premises permit</li> </ul>				

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<b>TICKETING &amp; INVITATIONS</b>	<b>4 MONTHS PRIOR</b>			
Design tickets and invites				
Clarify what is included in ticket price				
Decide distribution method – e.g.; online, at the gate, ticket shopfront				
Security for lost or stolen tickets				
<b>SECURITY PLAN</b>	<b>4 MONTHS PRIOR</b>			
Book security and two way radios				
Arrange Crowd control				
Arrange cash security measures				
<b>SITE PREPARATION AND PLAN</b>	<b>4 MONTHS PRIOR</b>			
Design plan of venue/event site, including: <ul style="list-style-type: none"> <li>• Plan to scale</li> <li>• Area you propose to use (indicate structures such as stage, bar, toilets etc)</li> <li>• Streets binding the area</li> <li>• Fixed structures such as amenity blocks</li> </ul>				
<b>CLEANING &amp; MAINTENANCE PLAN</b>	<b>2 MONTHS PRIOR</b>			
Book toilet cleaners and extra paper +supplies				
Clean up venue/mow lawns/clear area of debris				
Organise Garbage and recycling bins and waste removal roster				
<b>OTHER</b>	<b>2 MONTHS PRIOR</b>			
Organise volunteers and staff				
Prepare scripts or run sheets				
Organise trophies/awards etc				
Organise decorations				

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<b>AT THE EVENT</b>				
Gather staff and emergency services for a full briefing				
Organise volunteers registration and entertainers area				
Circulate contact list with mobile numbers to all staff and volunteers				
Confirm chain of command in case of emergency				
Distribute Incident reporting method				
Conduct final rehearsal and sound checks				
Brief those involved with VIP's				
Distribute event kit with all essentials required for key personnel				
<b>POST EVENT</b>				
Removal of all equipment and rubbish				
Thank you letters to all staff involved				
Thank you letters to sponsors				
Evaluation/debrief with key stakeholders				
Close off budget				
Hold de-brief session to look at ways of improving the event				
Prepare final report				
Claim the date for your next event				