

Events and Festivals Grant Program Community Event Checklist



- This checklist identifies some of the factors you need to consider during planning of your event.
- The checklist is not exhaustive and your event may have specific additional requirements.
- Applicants for the Events and Festivals Grant Program will be required to submit a completed checklist before funding is disbursed.

Event summary				
Event name		Date		
Location				
Event start		Arrival (bump in) time		
Event finish		Departure (bump out) time		
Event description (20 words)				
Who will participate in your event?				
<input type="checkbox"/> Children (aged under 15 years)	<input type="checkbox"/> Youth (aged 15 to 18)	<input type="checkbox"/> Adults	<input type="checkbox"/> Families	<input type="checkbox"/> Seniors (aged 55+)
Please estimate the number of residents or visitors who will attend your event?				
Which other groups/businesses/individuals will be assisting you with your event?				
Entry cost (for Events and Festivals Grant applicants this must be zero)				\$
Accountable contact person				
Full name		Telephone		
Organisation		Alternative telephone		
Email				
Approvals and assistance from Logan City Council				
Request	Council branch		Contact	
Events and festivals assistance	Community Engagement and Marketing		3412 4639	
Park bookings and approvals	Parks Branch		3412 5338	
Council venue bookings	Community Infrastructure		3412 5410	
Rubbish bins	Logan Waste		3412 5459	
Temporary food stall permits	City Standards		3412 5310	
Traffic management plan/road closures	Logan Tech Services		3412 5283	
Approval of temporary structures	Development Assessment		3412 3412	

Event organiser checklist		
Bookings and permits		Actions
<input type="checkbox"/>	Bookings and approvals for events at Council venues	
<input type="checkbox"/>	Bookings and approvals for outdoor events on Council land	
<input type="checkbox"/>	Approval for events to be staged on private property	
<input type="checkbox"/>	Temporary food stall permits/s	
<input type="checkbox"/>	Road closure permits	
<input type="checkbox"/>	Copyright licences for the performance of live or recorded music, plays, scores and music videos	
<input type="checkbox"/>	Approval for temporary structures. Large structures temporary or permanent may be subject to development assessment or other approvals.	
Production		
<input type="checkbox"/>	Rubbish bins and a waste management plan	
<input type="checkbox"/>	Access to water	
<input type="checkbox"/>	Food and beverages	
<input type="checkbox"/>	Toilets and hygiene	
<input type="checkbox"/>	Sanitary provisions including toilet paper, hand towels and soap	
<input type="checkbox"/>	Scheduled maintenance and cleaning of toilets	
<input type="checkbox"/>	Power and lighting requirements	
<input type="checkbox"/>	Public address system and other audiovisual equipment	
<input type="checkbox"/>	Adequate parking and a parking plan	
<input type="checkbox"/>	Traffic management plan	
<input type="checkbox"/>	Number of staff and/or volunteers required	
<input type="checkbox"/>	Identification for staff and/or volunteers	
<input type="checkbox"/>	Noise and noise minimisation	
<input type="checkbox"/>	On-site communications	
<input type="checkbox"/>	Site plans	
<input type="checkbox"/>	Directional signage	
<input type="checkbox"/>	Access and egress for the public	
<input type="checkbox"/>	Access and egress for performers	

<input type="checkbox"/>	Seating arrangements	
<input type="checkbox"/>	Wheelchair access	
Health, safety and risk management		
<input type="checkbox"/>	Public liability insurance for your event. Ensure that you are covered for the size and type of your event.	
<input type="checkbox"/>	Other insurance such as workers compensation and professional indemnity	
<input type="checkbox"/>	Alcohol consumption. The Liquor Act 1992 prohibits consumption of alcohol in public places unless the area is covered by a liquor licence or permit.	
<input type="checkbox"/>	Risk analysis	
<input type="checkbox"/>	Risk management plan	
<input type="checkbox"/>	Incident reports	
<input type="checkbox"/>	Safety training based on identified risks for staff/volunteers	
<input type="checkbox"/>	Security	
<input type="checkbox"/>	Emergency plan and evacuation points	
<input type="checkbox"/>	First aid	
<input type="checkbox"/>	Check that all contractors have insurance, permits and registrations	
<input type="checkbox"/>	All electrical equipment is tagged and rated safe to use by a qualified competent person (e.g. licensed electrical contractor) as defined in the Electrical Safety Act.	
<input type="checkbox"/>	Lost children and property	
<input type="checkbox"/>	Reporting process for minor incidents such as petty crime	
<input type="checkbox"/>	Complaints procedure	
<input type="checkbox"/>	Contingency for bad weather or other situation affecting the event	
<input type="checkbox"/>	Fireworks and other high risk activities. Council requires fireworks operators and/or contractors to show evidence of a minimum of \$20 million public liability insurance for displays on Council property. Events coordinators and fireworks operators/contractors must comply with the Queensland Government Fireworks Code of Practice.	
<input type="checkbox"/>	Notification of event to residents and businesses likely to be affected by the event	
Event management		
<input type="checkbox"/>	Community consultation	

<input type="checkbox"/>	Event evaluation and reporting	
<input type="checkbox"/>	Event budget and financial contingencies	
External Stakeholders		
<input type="checkbox"/>	Queensland Police Service	
<input type="checkbox"/>	Queensland Fire and Rescue	
<input type="checkbox"/>	Queensland Ambulance Service	
<input type="checkbox"/>	Queensland Department of Main Roads	
<input type="checkbox"/>	Queensland Department of Employment, Economic Development and Innovation (Liquor licensing)	
<input type="checkbox"/>	Environmental Protection Agency	
<input type="checkbox"/>	Queensland Department of Natural Resources and Mines (fireworks)	
<input type="checkbox"/>	Local residents	
<input type="checkbox"/>	Local businesses	
<input type="checkbox"/>	Public transport providers	
<input type="checkbox"/>	Local media	
<input type="checkbox"/>	Ambulance providers	
<input type="checkbox"/>	Event/Organisation insurers	
Recommended Reading		
Risk management	http://www.deir.qld.gov.au/workplace/subjects/riskman/index.htm	
Planning events	http://www.communities.qld.gov.au/department/events/planning/	
Event organising	www.events.nsw.gov.au	
Code of Practice - Control of Outdoor Fireworks Displays	http://www.dme.qld.gov.au/mines/draft_code.cfm	
Regional Management Handbook	Harris, R. & Allen, J. 2002 <i>Regional Event Management Handbook</i> , Australian Centre for Event Management, Sydney	
Safe and Healthy Mass Gatherings	Emergency Management Australia, 1999 <i>Safe and Healthy Mass Gatherings</i> , Emergency Management Australia, Canberra	
Festival and Special Management	McDonnell, I., Allen, J. & O'Toole, W. 1999 <i>Festival and Special Management</i> , John Wiley and Sons, New York	
Special Event Management	Catherwood, D. and Van Kirk, R. 1992, <i>Special Event Management</i> , John Wiley and Sons, New York	