



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 | | | |
|--------------------------------------|---|----------------------------------|--|
| Organisation | | | |
| Event Name | | Event Date | |
| Event Description | | | |
| Event Target Audience | <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 | | |
| Estimated Attendees | | | |
| Event Participants | <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 | | |
| Cost of Entry (if applicable) | \$ | | |
| Venue | | | |
| Event Address | | | |
| | | Postcode | |
| Event Start Time | | Event Finish Time | |
| Arrival (bump in) Time | | Departure (bump out) Time | |
| Event Manager | | | |
| Event Manager Phone | | | |

| 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 | | | |

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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) | | | |

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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 | | | |

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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"> • Number of bins, type of bins eg recycling, general waste, locations of bins; • Book delivery of bins and collection of waste; • Recycling signage; and • Regular waste monitoring and removal in peak times. | | | |
| Plan and book locations for portable toilets if required. | | | |

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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 | | | |

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EVENT PLANNING CHECKLIST

| ENTERTAINMENT | | | |
|--|-----------------------|------------------------|--------------|
| Artists/Workshop Activities | | | |
| Task | Responsibility | Completion Date | Notes |
| 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 | | | |
| MC and Stage Manager | | | |
| Task | Responsibility | Completion Date | Notes |
| Collate a list of possible MCs and stage managers. Obtain quotes as required. | | | |
| Confirm MC, arranging contract, briefing and provision of relevant event documentation | | | |
| Prizes | | | |
| Task | Responsibility | Completion Date | Notes |
| Source prizes as required | | | |
| Rides | | | |
| Task | Responsibility | Completion Date | Notes |
| 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 | | | |



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 | | | |

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| 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 | | | |

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| 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 |

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