EVENT MANAGEMENT PLAN

**Disclaimer: This template is a guide and should be adjusted according to your event/organisation requirements.**

|  |  |
| --- | --- |
| **EVENT** |  |
| **VENUE** |  |
| **EVENT DATE** |  |

|  |  |
| --- | --- |
| **AUTHOR (ORIGINAL)** |  |
| **ROLE** |  |
| **CONTACT EMAIL** |  |
| **CONTACT NUMBER** |  |

|  |  |
| --- | --- |
| **PLAN STATUS** | **Draft** |

|  |
| --- |
| **PLAN HISTORY** |
| **NO** | **VERSION BY** | **VERSION DATE** | **VERSION INFO** |
| V01 |  |  | Initial Draft for Feedback |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **DISCLAIMER** |
| Whilst all care has been taken in the preparation and revision of this document (and all accompanying documentation authored by the same author as appendices to this document), no responsibility will be accepted by the author for any errors, omissions or inaccuracies. This document has been produced to provide a working resource to manage the operational and logistical elements of the listed event in order for the event to be conducted in a safe and professional manner: it is not intended to be a substitute for legal or other professional advice. The completion and submission to relevant stakeholders of this document does not remove the responsibility of the event promotor or producer to ensure all obligations under legislation are adhered to. No responsibility can be accepted for any known or unknown consequences that may result from reliance on information provided in this document. |

TABLE OF CONTENTS

[EVENT DETAILS 4](#_Toc133404145)

[EVENT OVERVIEW 4](#_Toc133404146)

[EVENT ACTIVITIES 4](#_Toc133404147)

[EVENT KEY DETAILS 4](#_Toc133404148)

[EVENT MANAGEMENT 4](#_Toc133404149)

[EVENT VENUE 5](#_Toc133404150)

[EVENT CONTACTS 5](#_Toc133404151)

[EVENT KEY STAFF 5](#_Toc133404152)

[SUPPLIERS 5](#_Toc133404153)

[ARTISTS 6](#_Toc133404154)

[COMPLIANCE 6](#_Toc133404155)

[INSURANCE 6](#_Toc133404156)

[PERMITS 6](#_Toc133404157)

[EVENT RUNNING SHEET 7](#_Toc133404158)

[DRAFT SCHEDULE OF OPERATIONS/EVENT 7](#_Toc133404159)

[COMMUNICATIONS 8](#_Toc133404160)

[EXTERNAL EVENT COMMUNICATIONS 8](#_Toc133404161)

[STAKEHOLDER COMMUNICATIONS – BUSINESSES AND RESIDENTS 8](#_Toc133404162)

[STAKEHOLDER COMMUNICATIONS – EMERGENCY SERVICES 9](#_Toc133404163)

[OPERATIONAL COMMUNICATIONS 9](#_Toc133404164)

[SITE PLAN 10](#_Toc133404165)

[INFRASTRUCTURE 11](#_Toc133404166)

[MANIFEST 11](#_Toc133404167)

[AMUSEMENTS AND ATTRACTIONS 12](#_Toc133404168)

[ARTWORKS IN PUBLIC AREAS 12](#_Toc133404169)

[PYROTECHNICS (FIREWORKS) 12](#_Toc133404170)

[SAFETY MANAGEMENT 13](#_Toc133404171)

[KEY LOCATIONS 13](#_Toc133404172)

[EMERGENCY CONTROL ORGANISATION 13](#_Toc133404173)

[SECURITY SERVICES 14](#_Toc133404174)

[FIRST AID + MEDICAL SERVICES 14](#_Toc133404175)

[RISK MANAGEMENT 15](#_Toc133404176)

[RISK MANAGEMENT FRAMEWORK 15](#_Toc133404177)

[NOISE MANAGEMENT 15](#_Toc133404178)

[PEDESTRIAN MANAGEMENT 16](#_Toc133404179)

[PRE-ARRIVAL – TRANSPORT SYSTEMS 16](#_Toc133404180)

[PARKING 16](#_Toc133404181)

[ACCESSIBILITY 16](#_Toc133404182)

[EVENT SIGNAGE 16](#_Toc133404183)

[TRAFFIC MANAGEMENT 17](#_Toc133404184)

[EVENT PRODUCTION 18](#_Toc133404185)

[PRODUCTION INFRASTRUCTURE OVERVIEW 18](#_Toc133404186)

[POWER AND LIGHTING 18](#_Toc133404187)

[PATRON AND SITE AMENITY 19](#_Toc133404188)

[ALCOHOL 19](#_Toc133404189)

[FOOD VENDORS 19](#_Toc133404190)

[STREET TRADING 19](#_Toc133404191)

[TOILET FACILITIES 20](#_Toc133404192)

[DRINKING WATER 20](#_Toc133404193)

[CLEANING 20](#_Toc133404194)

[WASTE 20](#_Toc133404195)

[SITE SUSTAINABILITY, IMPACT + REINSTATEMENT 21](#_Toc133404196)

# EVENT DETAILS

## EVENT OVERVIEW

TBC – give details about what the event entails

##

## EVENT ACTIVITIES

TBC – list the likely activities at the event

## EVENT KEY DETAILS

|  |  |
| --- | --- |
| Event | TBC |
| Venue | TBC |
| Venue Address | TBC |
| Event Dates and Times | TBC |
| Bump-In Dates | TBC |
| Bump-Out Dates | TBC |

|  |  |
| --- | --- |
| Expected Attendance over Event | TBC |
| Site Capacity  | TBC |
| Audience Demographic | TBC |

## EVENT MANAGEMENT

|  |  |
| --- | --- |
| Event Organiser | TBC |
| Event Organiser Structure | *EG Community group, Pty Ltd Company etc* |
| Event Organiser Address | TBC |
| Event Website | TBC |
| Event Key Contact Name | TBC |
| Event Key Contact Role | TBC |
| Event Key Contact Mobile No. | TBC |
| Event Key Contact Email | TBC |

## EVENT VENUE

|  |  |
| --- | --- |
| Venue Name | TBC |
| Venue Address | TBC |
| Venue Phone Number | TBC |
| Venue Website | TBC |
| Venue Map Link  | TBC |
| Venue Contact Name | TBC |
| Venue Contact Email | TBC |

## EVENT CONTACTS

### EVENT KEY STAFF

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME** | **ROLE** | **COMPANY** | **EMAIL** | **MOBILE NO** |
| TBC | TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC | TBC |

###

### SUPPLIERS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME** | **ROLE** | **COMPANY** | **EMAIL** | **MOBILE NO** |
| TBC | TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC | TBC |

### ARTISTS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME** | **ROLE** | **COMPANY** | **EMAIL** | **MOBILE NO** |
| TBC | TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC | TBC |

# COMPLIANCE

## INSURANCE

|  |  |
| --- | --- |
| Public Liability | TBC |
| Workcover | TBC |
| Theft And Damage | TBC |
| Cancellation | TBC |

## PERMITS

TBC – detail the permit context of the event

|  |  |  |
| --- | --- | --- |
| **PERMIT** | **DETAILS** | **RESPONSIBLE PERSON** |
| Site Permissions/License | TBC | TBC |
| Place of Public Entertainment (POPE) | TBC | TBC |
| Temporary Occupancy Permit | TBC | TBC |
| Liquor License | TBC | TBC |
| Road Closure | TBC | TBC |

Give details if other permits are required

# EVENT RUNNING SHEET

## DRAFT SCHEDULE OF OPERATIONS/EVENT

|  |
| --- |
| **SCHEDULE** |
| DAY/DATE | TIME | ACTIVITY |
| DAY/DATE | TIME | ACTIVITY |
| DAY/DATE | TIME | ACTIVITY |
| DAY/DATE | TIME | ACTIVITY |
| DAY/DATE | TIME | ACTIVITY |
| DAY/DATE | TIME | ACTIVITY |
| DAY/DATE | TIME | ACTIVITY |
| DAY/DATE | TIME | ACTIVITY |
| DAY/DATE | TIME | ACTIVITY |
| DAY/DATE | TIME | ACTIVITY |
| DAY/DATE | TIME | ACTIVITY |
| DAY/DATE | TIME | ACTIVITY |

# COMMUNICATIONS

## EXTERNAL EVENT COMMUNICATIONS

TBC – give an overview of external event comms including social media, direct email etc that the general public would speak with. How can members of the general public communicate with the event?

|  |
| --- |
| **RESPONSIBLE PERSON – INTERNAL EVENT COMMUNICATIONS** |
| Name | Role | Contact Email | Contact No. |
|  |  |  |  |

**Event Hotline No:** TBC (does the event have a phone number that stakeholders/residents can reach on the day?)

|  |  |
| --- | --- |
| Event Facebook Link | TBC |
| Event Instagram Link | TBC |
| Event Twitter Link | TBC |
| Event Hashtag/s | TBC |

## STAKEHOLDER COMMUNICATIONS – BUSINESSES AND RESIDENTS

TBC – give an overview

|  |  |
| --- | --- |
| Notification | A standard one-page notification (see text on following page) will be released to all businesses, residents and stakeholders in the adjacent areas |
| Distribution | Hand-distributed to relevant stakeholders within distribution radius |
| Content Overview | TBC |
| Recipients | TBC |
| Date Of Release | TBC |
| Distributed By | TBC |
| Distribution Radius | TBC |

## STAKEHOLDER COMMUNICATIONS – EMERGENCY SERVICES

TBC – give an overview of how you have communicated with Emergency services. By email? Have you had a face-to-face meeting?

|  |  |
| --- | --- |
| Notification to | VicPol, Ambulance Victoria, SES, Fire Rescue Victoria, Vicroads |
| Distribution | TBC |
| Content Overview | TBC |
| Recipients | TBC |
| Date Of Release | TBC |
| Distributed By | TBC |

## OPERATIONAL COMMUNICATIONS

TBC – give an overview of onsite comms including phone, radio and direct messaging. How do event staff communicate with each other on the day?

|  |
| --- |
| **RADIO CHANNELS** |
| Channel 1 | TBC |
| Channel 2 | TBC |
| Channel 3 | TBC |
| Channel 4 | TBC |
| Channel 5 | TBC |
| Channel 6 | TBC |
| Channel 7 | TBC |
| Channel 8 | TBC |

# SITE PLAN

# INFRASTRUCTURE

The following prescribed temporary structures require siting approval from Council’s Municipal Building Surveyor and an Occupancy Permit from the Victorian Building Authority:

* A stage or platforms exceeding 150m2
* A tent, marquee or booth with a floor area greater than 100m2
* A seating stand that accommodates more than 20 persons
* A prefabricated building with a floor area exceeding 100m2

To obtain a permit contact the Municipal Building Surveyor: building@hobsonsbay.vic.gov.au

Infrastructure that is deemed a non-prescribed structure might include: small marquees, small stages, toilets, generators, fencing, umbrellas etc.

## MANIFEST

|  |
| --- |
| **INFRASTRUCTURE MANIFEST** |
| **ITEM** | **QTY** | **SIZE** | **PURPOSE/USE** | **PRESCRIBED TEMP STRUCTURE** | **NON-PRESCRIBED TEMP STRUCTURE** |
| TBC | TBC | TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC | TBC | TBC |

## AMUSEMENTS AND ATTRACTIONS

Include details of any amusements included in the event, such as inflatables (jumping castles, other inflatable attractions) or amusement rides; animal farms or petting zoos; arcade and amusement games.

If not applicable, just leave in “We have no amusements or attractions for this event.”

## ARTWORKS IN PUBLIC AREAS

Include details of any large-scale public artworks included in the event.

If not applicable, just leave in “We have no artworks in public areas for this event.”

## PYROTECHNICS (FIREWORKS)

Include details of any large-scale public artworks included in the event.

If not applicable, just leave in “We have no pyrotechnics for this event.”

# SAFETY MANAGEMENT

The event will have a specific Safety and Emergency Management Plan, available to all relevant stakeholders and staff.

## KEY LOCATIONS

|  |
| --- |
| **EMERGENCY CONTROL POINT** |
| Location | Address |

|  |
| --- |
| **EMERGENCY VEHICLE ACCESS POINT** |
| Location | Address |

|  |
| --- |
| **EVENT OPERATIONS CENTRE (EOC)**  |
| Location | Contact Name and Number |

|  |
| --- |
| **MAIN CHECKPOINT – SECURITY** |
| Location | Contact Name and Number |

|  |
| --- |
| **MAIN LOCATION – FIRST AID** |
| Location | Contact Name and Number |

## EMERGENCY CONTROL ORGANISATION

The Emergency Control Organisation (ECO) is activated when a response to an incident is required, and the Wardenship system is the method by which this is undertaken.

The Wardenship structure is as follows:

|  |
| --- |
| **ECO** |
| Role | Area | Name | Contact No. | Radio Channel |
| Chief Warden | All Areas | TBC | TBC | TBC |
| Deputy Chief Warden | All Areas | TBC | TBC | TBC |
| Deputy Chief Warden | All Areas | TBC | TBC | TBC |
| Area Warden | TBC Area | TBC | TBC | TBC |
| Area Warden | TBC Area | TBC | TBC | TBC |
| Area Warden | TBC Area | TBC | TBC | TBC |
| Area Warden | TBC Area | TBC | TBC | TBC |
| Area Warden | TBC Area | TBC | TBC | TBC |
| Wardens | Allocated Areas | Staff and Security | N/A | Various |

## SECURITY SERVICES

TBC details around security presence and operational focus

|  |
| --- |
| **SECURITY SERVICES** |
| Name | Company | Contact Email | Contact No. |
| TBC | TBC | TBC | TBC |

|  |
| --- |
| **SECURITY OVERVIEW** |
| Security Services | TBC – what services will they supply? |
| Security Location | TBC – where will they be located onsite? |
| Rostered Hours | TBC |
| Deployments | TBC – will they be deployed to different positions around the site? |
| General Duties | TBC |

## FIRST AID + MEDICAL SERVICES

TBC details around first aid staffing and services

|  |
| --- |
| **FIRST AID + MEDICAL SERVICES** |
| Name | Company | Contact Email | Contact No. |
| TBC | TBC | TBC | TBC |

|  |
| --- |
| **FIRST AID OVERVIEW** |
| First Aid Services | TBC – what services will they supply? |
| First Aid Location | TBC – where will they be located onsite? |
| Rostered Hours | TBC |
| Deployments | TBC – will they be deployed to different positions around the site? |
| General Duties | TBC |

# RISK MANAGEMENT

The event will have a specific Risk Management Plan, available to all relevant stakeholders and staff.

## RISK MANAGEMENT FRAMEWORK

The event Risk Assessment and Management framework will provide the foundations and organizational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management for the event.

Risks to be assessed will include (but not be limited to):

* Accessibility
* Alcohol Service/Sales
* Armed/Threatening Persons
* Bumping in and out
* Emergency Evacuations
* Fire, Flame and Heat Sources
* Food Safety and Gas Safety
* Medical Emergency
* Noise
* Overcrowding/Loss of Crowd Control/Crowd Behaviour
* Stages and Structures
* Weather Extremes
* Vehicle and Plant Movements onsite

# NOISE MANAGEMENT

The event will have planning in place to address the management of noise. If applicable, the event will implement a Noise Management Plan as prepared by a Noise Management Consultant and will apply for a Music Noise Permit from EPA Victoria.

|  |
| --- |
| **NOISE MANAGEMENT SERVICES** |
| Name | Company | Contact Email | Contact No. |
| TBC | TBC | TBC | TBC |

# PEDESTRIAN MANAGEMENT

## PRE-ARRIVAL – TRANSPORT SYSTEMS

The below table indicates likely methods of travel to the event and drop-zone/disembarkation points.

|  |  |
| --- | --- |
| Pt - Bus | TBC |
| Pt - Tram | TBC |
| Pt - Train | TBC |
| Rideshare/Taxis | TBC |
| Private Car | TBC |
| Bicycle | TBC |

## PARKING

TBC – include details re available parking on or near site

## ACCESSIBILITY

|  |  |
| --- | --- |
| Access To Event  | TBC |
| Access Within Event  | TBC |
| Accessible Technology | TBC |
| Accessible Facilities  | TBC |
| Accessible Amenities | TBC |
| Signage | TBC |
| Staff Training | TBC |
| Emergency Procedures | TBC |
| Assistance Animals | TBC |

## EVENT SIGNAGE

|  |
| --- |
| **SIGNAGE MANIFEST** |
| **SIGN** | **QTY** | **SIZE** | **PURPOSE/USE** | **LOCATION** |
| TBC | TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC | TBC |

# TRAFFIC MANAGEMENT

If deemed required, the event will have a specific Traffic Management Plan, available to all relevant stakeholders and staff.

|  |
| --- |
| **TRAFFIC MANAGEMENT SERVICES** |
| Name | Company | Contact Email | Contact No. |
| TBC | TBC | TBC | TBC |

|  |  |
| --- | --- |
| Locations & Types of Infrastructure Utilised  | TBC |
| Locations of Traffic Signage | TBC |
| Text Displayed on Signage  | TBC |
| Locations of Signage | TBC |
| Signage Text | TBC |

|  |  |
| --- | --- |
| Roadway Closures | TBC |
| Date & Time of Infrastructure Installation | TBC |
| Date & Time of Infrastructure Removal | TBC |
| Date & Time of Closure Start | TBC |
| Date & Time of Closure Finish | TBC |

# EVENT PRODUCTION

The event will have specific technical production and staging plans, available on request.

## PRODUCTION INFRASTRUCTURE OVERVIEW

|  |  |
| --- | --- |
| Staging  | TBC |
| Lighting | TBC |
| Audio | TBC |
| Vision | TBC |
| Special Effects | TBC |

## POWER AND LIGHTING

All onsite power requirements, from both temporary and permanent (hard) power sources, will be overseen by qualified electricians or production staff. All equipment brought to sites must have a current test-tag and be in good, clean working condition.

Generators must be fenced or barricaded from the public. Cable trays need to be used for cables travelling through walking/pedestrian areas or across roads/pathways.

|  |
| --- |
| **ELECTRICAL SERVICES** |
| Name | Company | Contact Email | Contact No. |
| TBC | TBC | TBC | TBC |

# PATRON AND SITE AMENITY

## ALCOHOL

If you intend selling, providing or serving alcohol during the event, you must obtain a license from Liquor Control Victoria.

|  |  |
| --- | --- |
| Is the event licensed?  | TBC |
| Number of bars | TBC |
| Location/s of bars | TBC |
| Licensee Name | TBC |
| License Number | TBC |

## FOOD VENDORS

All food vendors will be required to be licensed to operate in the event jurisdiction and to have all the correct permits and permissions. They will be subject to onsite compliance checks for food safety, structure safety, gas safety, electrical safety and operational functionality. Failure to comply will result in removal of the vendor from site.

|  |
| --- |
| **PROPOSED VENDORS** |
| Outlet Name | Contact Name | Contact No. | Permit No. |
| TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC |

## STREET TRADING

All trading vendors will be subject to onsite compliance checks for structure safety, electrical safety and operational functionality. Failure to comply will result in removal of the vendor from site.

|  |
| --- |
| **PROPOSED VENDORS** |
| Outlet Name | Contact Name | Contact No. | Stall Type |
| TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC |

## TOILET FACILITIES

All event will ensure that additional facilities are installed as required to complement any/all permanent facilities, ensuring availability of accessible facilities at the site. Please note: gendered quantities below are for compliance only, on the event day all toilets will be gender-free.

|  |
| --- |
| **TOILETS** |
| Location | Male Pan | Male Urinal | Male Handbasin | Female Pan | Female Handbasin | Accessible |
| TBC | TBC | TBC | TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC | TBC | TBC | TBC |

## DRINKING WATER

TBC details around provision of drinking water

|  |
| --- |
| **DRINKING WATER POINTS** |
| Facility Available | Location | Map Reference | No of Taps |
| TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC |
| TBC | TBC | TBC | TBC |

## CLEANING

TBC details around cleaning

|  |
| --- |
| **CLEANING SERVICES** |
| Name | Company | Contact Email | Contact No. |
| TBC | TBC | TBC | TBC |

|  |
| --- |
| **CLEANING OVERVIEW** |
| Equipment Utilised | TBC |
| Staging Location | TBC |
| Rostered Hours | TBC |
| General Duties | TBC |

## WASTE

TBC details around waste management

|  |
| --- |
| **WASTE REMOVAL SERVICES** |
| Name | Company | Contact Email | Contact No. |
| TBC | TBC | TBC | TBC |

|  |
| --- |
| **WASTE OVERVIEW** |
| Bin Types Utilised | TBC |
| Staging Location | TBC |
| Waste Schedule | TBC |

## SITE SUSTAINABILITY, IMPACT + REINSTATEMENT

TBC