**Event Management Plan Template**

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| **Event Overview** |
| **Event Name** |  |
| **Event Description** |  |
| **Event Purpose** |  |
| **Number of Event Attendees** |  |
| **Age of Event Attendees**  |  |
| **Is the Event Ticketed** |  |
| **Entertainment***Attach certifications or permits if required* |  |
| **Sponsorship** |  |
| **Event Venue** |
| **Event Dates** |  |
| **Event Times** |  |
| **Event Bump In Times** |  |
| **Event Bump Out Times** |  |
| **Event Venue**  |  |
| **Event Address** |  |
| **Is the Event on Council Land, Venue or Road***If yes, attach Council approval* |  |
| **Site Map***Attach a site map* |  |
| **Public Liability Insurance** *Attach certificate of currency* |  |

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| **Event Organiser’s Details** |
| **Event Organiser** *An individual’s name* |  |
| **Event Organiser’s Mobile Phone Number**  |  |
| **Event Organiser’s Email** |  |
| **Event Organisation** |  |
| **Event Organisation’s Address** |  |
| **Key Event Management Plans / Licences** |
| **Risk Management Plan***Attach Risk Management Plan* |  |
| **Emergency Management Plan***Attach Emergency Management Plan* |  |
| **Traffic Management Plan***Attach Traffic Control Permit if required* |  |
| **Temporary Entertainment Event Approval** *(events with 500 or more people)**Attach Temporary Entertainment Event Approval if required* |  |
| **Food Business Licences** *Attach copies of food business licences if required*  |  |
| **Liquor Licence** *Attach copy of liquor licence if required* |  |
| **Environmental Issues** |
| **Noise Management** |  |
| **Waste Management** |  |
| **Amenities***List number and type of facilities* |  |
| **Animal Management** |  |
| **Safety and Security** |
| **Workplace Health and Safety** |  |
| **Power and Lighting** |  |
| **Electrical Safety** |  |
| **Gas Safety** |  |
| **Temporary Structures***Attach structural certification if required* |  |
| **Security**  |  |
| **First Aid** |  |
| **Signage (inside the event)**E.g. exits, toilets, first aid, lost and found |  |
| **Inclusivity and Accessibility**  |  |
| **Event Information Tent** |  |
| **Communication and Consultation** |
| **Communication Plan** |  |
| **Key Event Contacts***Attach key contacts list with phone numbers* |  |
| **Community Event Notice***Attach Community Event Notice* |  |
| **Consultation with Key Stakeholders***Advise QAS, QPS and QFES of event* |  |
| **Volunteers** |  |
| **Event Planning** |
| **Event Planning Meetings***Contact Council’s Community Events Team* |  |
| **Contingency Plan**  |  |
| **Event Briefing***Attach Event Brief* |  |
| **Event Debrief** |  |
| **Budget** |  |
| **Event Program** |  |
| **Other** |  |

**Consider expanding the template to address other things relevant to your event**