**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**