**EVENT CHECKLIST**

*This template is provided by Redland City Council as an information source only. Redland City Council makes no statement, representation or warranty about the quality, accuracy, context, completeness, availability or suitability for purpose of the templates and to the maximum extent permitted by law, disclaims all responsibility and liability for all expenses, losses, damages and costs that might be incurred by you or any other person as a result of the use of the template. Information contained within the template is suggestive only. Reproduction and use of the template is at your own risk.*

|  |  |  |
| --- | --- | --- |
| **Event Plan Item** | **Required Y/N** | **Comments** |
| Access and Inclusion |  |  |
| Amenities |  |  |
| Community Awareness |  |  |
| Council Approvals – Food Licence, Traffic Control, Temporary Entertainment Event Approval |  |  |
| Electrical Safety |  |  |
| Emergency Management Plan |  |  |
| Entertainment – Amusement Rides, Animal Management, Music and Movies, Fireworks and Noise |  |  |
| Environmental Issues – Waste Management, Reusable Water Bottles |  |  |
| Event Brief – meeting and document |  |  |
| Event Debrief – meeting and document |  |  |
| Event Information Tent |  |  |
| Event Management Plan |  |  |
| Event Survey |  |  |
| First Aid |  |  |
| Gas Safety |  |  |
| Grants and Sponsorship |  |  |
| Liquor Licence |  |  |
| Marketing and Promotion* What’s On Calendar (Visit Redlands Coast)
* What’s On Calendar (Redland City Council)
* Australian Tourism Data Warehouse
* Social Media
* Communication Plan
* Media Release
 |  |  |
| Public Liability Insurance |  |  |
| Redlands Coast Event Supplier List |  |  |
| Risk Management Plan |  |  |
| Security and Incident Management |  |  |
| Site Plan |  |  |
| Temporary Buildings and Structures |  |  |
| Traffic Management* Traffic Control Permits
* Traffic Management Plan
* Car Parking
* Parking and Pedestrian Management Plan
* Public Transport
* Event Traffic Marshals Scheme
 |  |  |
| Venue Booking |  |  |
| Volunteers |  |  |
| Other |  |  |

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