**EVENT BRIEF TEMPLATE**

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**Event:** <Insert event name>

**Location:** <Insert venue details>

**Event Date:** <Insert event date and times>

**Overview of event:**

* Quick brief about your event including ticket prices if applicable

**Security Arrangement:**

* What security or Police specials are in place (numbers, times etc) and how can they be contacted?
* Any possible security risks you may be aware of, this can include the current terrorism threat level?

**First Aid Arrangement:**

* What first aid is available onsite?
* Where is the first aid located?
* How do you contact them if an injure person cannot move?

**Fire Services:**

* What firefighting equipment is available?
* Who makes contact with emergency services in an incident?

**Emergency response:**

Detail your evacuation points and routes, emergency access points, reporting of incidents, procedure for emergency services being contacted and how they gain entry to the venue

**Communications:**

* How are staff, contractors, volunteers, security etc communicating with each

other? Who has radios and who is contactable by phone?

* Refer to your contact list at the end of this document

**Communication messaging during an event if an incident occurs:**

* What is the procedure for communicating if an incident occurs and who will take the lead on an evacuation if required?

**Event Assistance:**

* Details about lost children, security concerns, safety issues, general event information
* Is there an event main phone number?

**Conditions of Entry:**

* What are your conditions of entry; do they need a ticket, ID scan, bag check etc?
* Who will undertake this?
* Are there any prohibited items, if so what are they and what are the options for people – item check in or they have to discard or return to their vehicle?

**Restricted Areas:**

* Are there restricted areas, if so who has access and how can they be identified as having that access?

**Vehicle and plant safety/security:**

* What are the conditions of vehicle movement, times etc?
* What time are vehicles definitely not to move?
* Is anyone authorised to move with assistance?
* Who will assist emergency service vehicles getting in?

**Use of photography, video and drones**

* What are your rules around photography and video at the event?
* For outdoor events what are your rules on drones?
* Who does this get reported to?

**Amenities and amusements:**

* This will be details about what amenities are available, where are they and what to do if they require re-stocking
* What drinking water is available to public and where is it?
* Is there catering vans, amusements, ATMS etc?

**Site Plan:**

Insert an easy to read copy of your site plan but it is good to ensure this includes evacuation points and emergency access points. Otherwise include a separate site map specifically for emergency arrangements.

Hint: Provide a site map on a separate page so it can be large enough to be viewed easily when printed.

**Contact List:**

Include staff, first aid, security, electricians anyone that is onsite that might need to be contacted or contractors on call if something happens

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | Position  | Radio Channel | Phone:  |
|  |  |  |  |
|  |  |  |  |
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**Consider expanding the template to address other things relevant to your event**