**EVENT CHECKLIST**

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| **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**