

Checklist: Event Plan

Use this checklist for your event plan submission. Not all elements will be applicable to all events. Please discuss with the Event Officer if you are unsure which elements are required for your event.

Event Details	
	Event name
	Event location
	Event times
	Target audience
	Estimated attendance
	Event purpose
	Event overview
	Bar service terminated
	Capacity
Event Run Sheet	
	Bump in schedule
	Sound checks
	Event timings
	Bump out schedule
Signage plan	
	Signage type
	Signage location
Operations	
	Toilet <ul style="list-style-type: none"> - Number of male facilities - Number of female facilities - Number of accessible facilities
	Security <ul style="list-style-type: none"> - Number and type of security - Security provider
	Water <ul style="list-style-type: none"> - Drinking water location - Water access points
	Power <ul style="list-style-type: none"> - Power access point - List of items requiring power and type of power
	Medical <ul style="list-style-type: none"> - Medical provider - Number of medical officers, qualifications - Communications
	Alcohol <ul style="list-style-type: none"> - Bar operators - Number of RSA officers - Alcohol management summary
Accessibility	
	Accessible event access

	Hearing and mobility services
	Transport considerations
	Accessible communication
	Contact List
	Key event staff (name, position, contact number)
	Event contractors (name, organisation, contact number)
	Key stakeholders (name, organisation, contact number)