**EVENT MANAGEMENT PLAN TEMPLATE**

**KEY POINTS**

**Event Name:**

**Event Organiser:**

**Key Person contact details**

**Name:**

**Position:**

**E-mail address:**

**Mobile phone:**

**Venue contact details:**

**Public liability insurance details:** attach Certificate of Currency

**Event start time:**

**Event finish time:**

**Load in time:**

**Load out time:**

**Event program and activities:**

**Number of participants at the event including - spectators, officials, volunteers, event staff, media, and sponsors**

**Event’s target market and demographics**

**Details of any relevant development consent (DA)**

**Ticket or event categories**

**Contracted suppliers and subcontractors**

**Site plan to scale illustrating the location of all event infrastructure, entry and egress points, accessibility entry and exit and emergency exits -** attach site map

**Details of all infrastructure, structural components (including scale plans) and electrical equipment to be provided, accompanied by certifications from suitably qualified experts (BCA consultant, structural engineers, building surveyor).**

**Community engagement, notifications and complaint management plan.**

**Traffic management plan, transport and pedestrian management plan**

**Signage plan detailing the number, type, location, and design of temporary signage and/or branding.**

**Power and lighting details, location of power and lighting sources**

**Methods use to reduce the events environmental footprint**

**Details of the marketing and media key messaging and images to be used.**

**Liquor sales and management plan.**

**First aid, public health, and amenities (including accessible toilets) plan**

**Event Waste minimisation, management and cleaning plan**

**Noise management plan including an Acoustic Report where relevant**

**Security and crowd management plan**

**Risk and Emergency management plan**

**Food and beverage details of what will be available for sale/supply/consumption**

**Any other matters deemed to be required to be included in such a document for implementation and delivery of the event**