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## PRELIMINARY ADVICE TO CONDUCT A MAJOR EVENT

As part of the planning process for a major public event there is a need to lodge notice with various authorities as early as possible. Preliminary advice will ensure that important stakeholders are included early in the planning stages and that authorities can provide the best possible support.

**COMPLETE** the details on this advice.

**PHOTOCOPY** the advice for stakeholders.

**FORWARD** copies to:

- Local police
- Department of Racing, Gaming & Liquor
- Local Government/Council Office
- Manager of proposed venue

**COMPLETE** the details of the *Event Management Plan* and forward to key stakeholders at least six weeks before the event

### EVENT DETAILS

Name of the event:

Date of event:

Proposed venue:

Event manager's name:

Organisation name:

Address:

Telephone:

Mobile:

Fax:

Target audience:

Expected number of patrons:

Description of event:

  
  

Alcohol to be supplied at the event:

YES  NO  BYO

If yes, please attach your application for an occasional licence or extended trading permit and forward with this advice to the Department of Racing, Gaming and Liquor. The appropriate application fee must be included with the application.

Signed:----- Date:-----

# EVENT MANAGEMENT PLAN

Event details:

Date of event:

Venue:

Address:

Nature of venue (hall, stadium etc):

Capacity of venue:

Day 1 Time Start:	Finish:	Day 5 Time Start:	Finish:
Day 2 Time Start:	Finish:	Day 6 Time Start:	Finish:
Day 3 Time Start:	Finish:	Day 7 Time Start:	Finish:
Day 4 Time Start:	Finish:		

Event Manager:

Organisation:

Address:

Telephone Home:

Telephone Work:

Email:

Mobile:

Fax:

## CONTACT DURING THE EVENT

Telephone Home:

Telephone Work:

## DESCRIPTION OF THE EVENT:

What is the main attraction or purpose of the event?

  
  

List details of the type of entertainment being provided

  
  

## PATRON DETAILS

Who is the target audience?

Estimate of the total patron attendance

Patron age details (estimate):

0-11 Yrs	<input type="text"/>	% attendance	25-29	<input type="text"/>	% attendance
12-17	<input type="text"/>	% attendance	30-39	<input type="text"/>	% attendance
18-24	<input type="text"/>	% attendance	40+ yrs	<input type="text"/>	% attendance

## POLICE CONTACT

Name:

Station:

District:

Telephone:

Fax

## LIQUOR LICENCE

Details regarding the management of alcohol consumption

Will alcohol be available at the event?

<input type="checkbox"/>	NO	Alcohol will not be served or consumed at the event; or
<input type="checkbox"/>	YES	BYO alcohol will be allowed to be consumed at the event; or
<input type="checkbox"/>	YES	Alcohol will be sold or supplied at the event and a permit/occasional licence is required

Will an application for an occasional licence or, extended trading permit be lodged with the Department of Racing, Gaming & Liquor?

YES     NO

Who will be the holder of the permit or occasional licence?

Licensee/Organisation

Approved Manager:

Address:

Telephone:

Fax:

## CONTACT DURING THE EVENT:

Telephone:

Mobile:

## PUBLIC LIABILITY

Have you investigated public liability and duty of care issues and obtained appropriate insurance?

YES – Event is underwritten by:     NO

Name of Company:

Address:

Telephone Home:

Value \$:

Policy Number

## HEALTH & SAFETY PERMITS

What are the health and safety permits required by the local council? (Contact Council for more information)

Has a permit been granted to use the venue?

YES     NO

List any other permits required or obtained for this event:

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## CONSULTATION REGISTER

List the names of individuals & organisations you have consulted with in planning this event:

STAKEHOLDER	CONTACT NAME	TELEPHONE
Police		
Local council		
St john ambulance		
Fesa		
Hire company		
Security personnel		
Dept racing/gaming		
Local hotels		
Local businesses		
Media		
Taxi company		
Beverage supplier		
Other		

## PLANNING MEETING

A planning meeting (BEFORE THE EVENT) will be conducted with the main stakeholders on:

Date	Time	Venue

## BRIEFING – BEFORE EVENT

A Briefing (IMMEDIATELY BEFORE THE EVENT) will be conducted with the key stakeholders on:

Date	Time	Venue

## DEBRIEFING – AFTER EVENT

A Debriefing (AFTER THE EVENT) will be conducted with the key stakeholders on:

Date	Time	Venue

Records of minutes of these meetings will be available:

YES       NO

If available, contact person

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## CONSULTATION LOG

What is the process for recording the contact with various stakeholders?

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## SELECTION OF A VENUE

Describe any modification or special temporary structures being added to the venue for this event

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In what way will access to the site need to be modified for the duration of the event? E.g road closures


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## SITE PLAN

Tick the checklist for your site plan and include an explanation of why any items are not included. Ensure that your site plan clearly shows the location of:

- |                          |  |                          |                                   |
|--------------------------|--|--------------------------|-----------------------------------|
| <input type="checkbox"/> | The surrounding area                       | <input type="checkbox"/> | Lost kids/property                |
| <input type="checkbox"/> | All entrances & exits                      | <input type="checkbox"/> | Drinking water sites              |
| <input type="checkbox"/> | Emergency access routes                    | <input type="checkbox"/> | Food/vendors/stalls               |
| <input type="checkbox"/> | Paths used by vehicles                     | <input type="checkbox"/> | Liquor outlets                    |
| <input type="checkbox"/> | Paths for pedestrians only                 | <input type="checkbox"/> | Approved liquor consumption areas |
| <input type="checkbox"/> | Parking                                    | <input type="checkbox"/> | Non-alcohol (dry) areas           |
| <input type="checkbox"/> | Stage location                             | <input type="checkbox"/> | Toilet facilities                 |
| <input type="checkbox"/> | Seating arrangements                       | <input type="checkbox"/> | Communication centre/command post |
| <input type="checkbox"/> | Entertainment sites                        | <input type="checkbox"/> | Fire extinguishers                |
| <input type="checkbox"/> | Security & police locations                | <input type="checkbox"/> | Refuse containers                 |
| <input type="checkbox"/> | First aid posts                            | <input type="checkbox"/> | Public telephones                 |
| <input type="checkbox"/> | 'Chill-out' areas (safe, quiet rest areas) | <input type="checkbox"/> | Media points (TV & radio)         |

**ATTACH A COPY OF YOUR SITE PLAN HERE**

The site plan should be photocopied and circulated to all stakeholders

## EVENT PROMOTION AND TICKETING

What is the focus or purpose of the event? (e.g family fun, sporting contest, musical entertainment)

How is this explained in the promotion and publicity for the event?

Where is the event to be publicised and promoted? (e.g. radio, posters, print media)

Does the event promotion and publicity reinforce messages about safe drinking practices?

YES

NO

Have you considered including any of the following messages in promotional and publicity material (Tick all messages included)

Don't drink & drink

Glass containers are not permitted

Public transport will be available

Water will be freely available

Organise a designated driver

Look out for your friends, mates & family

ID will be required to purchase liquor

"Wet" & "dry" areas are both available

People who are unduly intoxicated will not be served alcohol

Go to a "Chill-out" or rest area for help

Bags and eskies may be searched or restricted

Food or snacks will be available

What is the ticketing process for the event? (eg tickets at gate, pre sold tickets)

Will tickets inform patrons of important details relating to the event (including alcohol availability, behaviour expectation)? Provide a brief description of information on tickets and/or attach a copy of the ticket here.

What is to be included in the price of the ticket?

## SIGNAGE

Does the event publicity reinforce messages about safe drinking practices?

YES

NO

## TRANSPORT

Has a public transport plan been developed for the efficient movement of patrons?

Before event

YES

NO

During event

YES

NO

After event

YES

NO

Provide details of parking available at the venue


List the departments, councils and/or agencies that have been involved in developing this plan.

Name	Organisation
Name	Organisation
Name	Organisation

Write in the transport contingency plan for:

Cancellation:
Delayed finish:

### NOISE

List the provisions you have made to minimise and monitor the level of noise:


### INFORMATION CENTRE AND COMMUNICATIONS

Will an information centre be clearly identified and available to patrons at the event?

YES  NO

Outline the systems and technologies that event staff, police, security and emergency service personnel will use to communicate with each other:


What systems and technologies will be in place for communicating with patrons?


### FOOD

Are high quality, affordable and accessible food stalls available to patrons in the difference venue areas (including licensed areas)?

YES  NO

What types of food will be available? (eg fast food, snacks, meals)


### WATER

Is drinking water available (free of charge) to all patrons attending the event?

YES  NO

Is the location of water clearly signposted and marked on maps?

YES  NO

## SMOKING

Will smoking be permitted in any areas?

YES  NO

Is the venue or premises where the event is to be held able to access an exemption to permit smoking in

certain areas under the health (smoking in enclosed public places) Regulations 1999?

YES  NO

Is signage available and in place to clearly indicate areas of the premises where smoking is not permitted

YES  NO

## LIGHTING AND POWER

Has certificate for lighting and power been obtained through the local authority?

YES  NO

Does the provision of lighting and power cater for emergencies?

YES  NO

## TOILETS

What is the expected number of patrons

How many toilets will be provided?

Female

Male

## ENTRY AND EXIT DETAILS

Complete the checklist to ensure that entrance and exit arrangements:

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Provide for supervision, marshalling and directing crowds                 |
| <input type="checkbox"/> | Provide exit and escape routes  |
| <input type="checkbox"/> | Provide access for emergency services                                     |
| <input type="checkbox"/> | Have access for wheelchairs   |
| <input type="checkbox"/> | Separate walking and vehicular traffic                                    |
| <input type="checkbox"/> | Stagger entry times by providing supporting activities and entertainment  |
| <input type="checkbox"/> | Keep entries clear of all other activities                                |
| <input type="checkbox"/> | Ensure barriers, fences, gates and turnstiles are suitable and sufficient |

- Locate ticket sales and ticket pick up points in line with, but away from, entrances
- Provide sufficient and well trained staff
- Ensure the control points for searches to exclude prohibited items such as glass, metal containers and weapons are in place and do not impede crowd movement
- Provide a secure area for the storage of confiscated goods
- Check placement and function of exit signs

Have event staff, security staff, police, transport authorities, local hotels and food outlets been informed of patron exit times?

YES  NO

## SECURITY

Has a security firm been contracted?

YES  NO

If yes, provide details

Company:  
Licence/Accreditation details:

Principal:  
Number of personnel:

If no, describe security arrangements:

Event security will:

Commence at:

Conclude at:

When will a police briefing & debriefing involving all security personnel be held?

Date before event:

Date after event?

Police officer to be present:

If no, describe security arrangements:

Cash:

Asset protection:

Crowd management:

Prohibited items:

## FIRST AID AND EMERGENCY MEDICAL SERVICES

Who is supplying the 1<sup>st</sup> aid service?

Start time?

Finish time?

Number of 1<sup>st</sup> aid personnel

Number of 1<sup>st</sup> aid posts

What arrangements have been made with the St John Ambulance Service for critical emergency response, access to the venue and transportation of patients to hospital?


## EMERGENCY PROCEDURES

What is the process to ensure that all event staff, security staff, police and emergency services will be informed of the emergency evacuation plan?


Who is the nominated person to authorise an evacuation?

Name:

Contact details during the event:


Will emergency tools be strategically located throughout the venue?

YES  NO

## LICENCE/PERMIT CONDITIONS

What arrangements have been made to notify the bar staff of the conditions of your occasional licence or extended trading permits?


## BYO AND NON- BYO EVENTS

Has the matter of BYO liquor been discussed with the organising committee and other stakeholders for the event?

YES  NO

Comment


## RESPONSIBLE SERVICE OF ALCOHOL

How will you tell patrons about alcohol, including that alcohol will not be served to juveniles and intoxicated patrons? Provide examples.

Event publicity  Ticketing  Signage  Other

How will you inform event personnel, specifically bar and security staff, of their responsibilities under the Liquor Licensing Act 1988, and about the responsible service of alcohol and the penalties for offences committed?


How many bar staff do you intend to employ?

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What is the expected number of patrons?

--

## JUVENILES

How will under-age patrons be identified?


## BEVERAGE OPTIONS

What types of alcoholic and non-alcoholic drinks will be available at the event and what will the pricing structures?

DRINK	PRICE
EG Light Beer	XXXX

DRINK	PRICE

## BEVERAGE CONTAINERS

What type of containers will be used to serve drinks?


## TRADING HOURS

What are the proposed liquor trading hours?

DAY 1	
DAY 2	
DAY 3	
DAY 4	

DAY 5	
DAY 6	
DAY 7	

## ALCOHOL CONSUMPTION AREAS

Dispensing areas	
Consumption areas	

How will the boundaries of consumption areas be defined?


## KEEPING DOCUMENTS AND INFORMATION

Has a filing system been established?

YES  NO

Who is responsible for maintaining the file?

--

## **DOCUMENTS TO BE KEPT**

Complete the following checklist to ensure that all records are included in the file:

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | <b>Event Plan</b>   |
| <input type="checkbox"/> | <b>Details of committee members</b>                         |
| <input type="checkbox"/> | <b>Stakeholder contacts</b>                                 |
| <input type="checkbox"/> | <b>Record of meetings</b>                                   |
| <input type="checkbox"/> | <b>Sponsorship letters</b>                                  |
| <input type="checkbox"/> | <b>Licences/permits</b>                                     |
| <input type="checkbox"/> | <b>Applications for licences/permits</b>                    |
| <input type="checkbox"/> | <b>Inward correspondence (including faxes &amp; email)</b>  |
| <input type="checkbox"/> | <b>Outward correspondence (including faxes &amp; email)</b> |
| <input type="checkbox"/> | <b>Emergency plan</b>                                       |
| <input type="checkbox"/> | <b>Media releases</b>                                       |
| <input type="checkbox"/> | <b>Event program</b>  |
| <input type="checkbox"/> | <b>Site plan</b>  |
| <input type="checkbox"/> | <b>Tickets</b>  |
| <input type="checkbox"/> | <b>Promotional material – posters, flyers</b>               |
| <input type="checkbox"/> | <b>Logos</b>  |
| <input type="checkbox"/> | <b>Contracts</b>  |
| <input type="checkbox"/> | <b>Accounts</b>   |
| <input type="checkbox"/> | <b>Employment records</b>                                   |
| <input type="checkbox"/> | <b>File notes of telephone conversations</b>                |
| <input type="checkbox"/> | <b>Quotes for services or products</b>                      |
| <input type="checkbox"/> | <b>Press articles, TV</b>                                   |

## **ITEMS TO BE COMPLETED IN THE EVENT MANAGEMENT PLAN**

- |                          |                                 |
|--------------------------|---------------------------------|
| <input type="checkbox"/> | <b>Event details</b>            |
| <input type="checkbox"/> | <b>Event manager</b>            |
| <input type="checkbox"/> | <b>Description of the event</b> |

<input type="checkbox"/>	<b>Patron details</b>
<input type="checkbox"/>	<b>Police contact</b>
<input type="checkbox"/>	<b>Liquor licence</b>
<input type="checkbox"/>	<b>Public liability</b>
<input type="checkbox"/>	<b>Health &amp; safety permits</b>
<input type="checkbox"/>	<b>Consultation register</b>
<input type="checkbox"/>	<b>Planning meeting</b>
<input type="checkbox"/>	<b>Briefing – before event</b>
<input type="checkbox"/>	<b>Debriefing – after event</b>
<input type="checkbox"/>	<b>Consultation log</b>
<input type="checkbox"/>	<b>Selection of a venue</b>
<input type="checkbox"/>	<b>Site plan</b>
<input type="checkbox"/>	<b>Event promotion &amp; ticketing</b>
<input type="checkbox"/>	<b>Signage</b>
<input type="checkbox"/>	<b>Transport</b>
<input type="checkbox"/>	<b>Noise</b>
<input type="checkbox"/>	<b>Information centre &amp; communications</b>
<input type="checkbox"/>	<b>Food</b>
<input type="checkbox"/>	<b>Water</b>
<input type="checkbox"/>	<b>Smoking</b>
<input type="checkbox"/>	<b>Lighting &amp; power</b>
<input type="checkbox"/>	<b>Toilets</b>
<input type="checkbox"/>	<b>Entry &amp; exit details</b>
<input type="checkbox"/>	<b>Security</b>
<input type="checkbox"/>	<b>1<sup>st</sup> Aid &amp; emergency medical services</b>
<input type="checkbox"/>	<b>Emergency procedures</b>

- Licence/permit conditions**
- BYO & non BYO events**
- Responsible service of alcohol**
- Juveniles**
- Beverage options**
- Beverage containers**
- Trading hours**
- Alcohol consumption areas**
- Keeping documents & information**
- Documents to be kept**

<b>Notes</b>

**\*\* DISCLAIMER \*\***

This information sheet is a guide only. Verification with original Local Laws, Acts, Planning Schemes, and other relevant documents is recommended for detailed references. The City of Albany accepts no responsibility for errors or omissions.

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