

## How to create a Site Map

If your event is categorised as Medium or High Impact, you will be required to submit a Site Map to Council for approval.

### What is a Site Map?

A site map is an aerial view of the event site marked with notable features of your space.

A good site map will assist you with managing the event site safely and will provide you with a visual aid when organising your layout and communicating with event staff, contractor's, vendors and suppliers.

It also assists approving authorities, such as Council and emergency services, to understand your proposed plans and to assist during planning phases, as well as on the event day.

### Drawing your site map

It is recommended to prepare a site map digitally to allow for changes. These can be prepared by marking up an aerial map or photo that you can source easily online.

Start with finding a map on Google Maps and turn on Satellite View to see an aerial snapshot of your event area.

The map should show the immediate area surrounding the event site and include the names of the main roads or streets. It should also include all of the area's pathways, roadways, buildings and fences.

Ideally this plan is to scale and includes measurements of the area, all infrastructure and other key features shown on the map.

Use a key or a legend to mark your event's infrastructure and equipment to the map. This is a helpful way to identify your event's infrastructure/equipment on your map. Use a different shapes (coloured boxes, circles etc.) for each aspect so that everything is clearly marked in your event zone.



Essential items to include on your site map

- Event Name
- Event Date
- Event Time
- Compass point
- Scale
- Key

Items to consider including on your map:

- Road Closures
- Parking
- Location of First Aid
- Existing or temporary waste points/bin locations
- Emergency access/egress points
- Emergency assembly areas
- Temporary infrastructure including tents, marquees, stages, furniture
- Existing and/or temporary fences, gates, barriers, bollards
- Position of amusement rides
- Licenced areas (show how area is cordoned off from public - type of fencing used, position, height)
- Temporary food vendors
- Existing and/or temporary lighting towers
- Existing and/or portable toilets
- Generator locations
- Gas bottle locations and sizes
- Water fountains/taps or water trailers
- Contractor entry/exits points and drop off/pick up areas
- Fire extinguishers
- Security guard positions
- Traffic Controller positions
- Significant trees or bodies of water
- Permanent and/or temporary seating areas
- Existing pedestrian paths and walkways

See below for an example site map.

We have also provided this map digitally on Councils Safe Events webpage. [Example: Site Map](#)

### Greek Day 2019

Saturday 23 March 2019  
Event Times 4pm – 10pm  
Chester Street carpark, Oakleigh

**Key**

- Dressing Room
- Green Room
- Side of House
- Generator
- First Aid (St John)
- Toilets
- Greek Radio Station
- Road Closed 2pm – 11pm
- Sponsor Activation
- Chairs
- Tables

Access for contractors is via Hanover Street.

All cars must be offsite by 2pm