

Detailed Event Plan



Prepared by

Date

Section 1

This first section of your Event Plan will include a detailed description of event management information. Some sections may not be relevant to your event depending on the size, location and type of event.

Event Management

Name of Event Manager

Organisation/group

Address

Phone

Email

Event Details

Name of event

Date of event

Time of event

Set up times

Pack down times

Location of event



Event Overview

Brief description of the event including its purpose:	
What is the age and cultural demographic of your audience?	
Has the event been held before? Please provide details.	

Entry Fee
(if applicable)

Number of
Expected Attendees

Number of Event Staff

Number of Volunteers

Budget

An event budget is fundamental to planning your event. Ensure every expense is detailed on your budget spreadsheet.

- ▶ Have you created an event budget? Yes No

Site Management

Site Map

A site map is an aerial view of the event site marked with the location of stage/s, stallholders, marquee/s, activities, amusements, first aid, toilets, drinking water, emergency services, entry/exits, emergency evacuation points, fire extinguishers and parking/accessible parking.

- ▶ Site Map provided Yes
please attach site map

Event Infrastructure

All structures need to be weighted as pegging is not permitted under any circumstances.

External contractors delivering infrastructure must provide a Certificate of Currency – Public Liability Insurance of minimum \$20 million to the Event Organiser.

The location of all infrastructure should be clearly marked on your site map.

- ▶ Will you be installing marquees or umbrellas? Yes, please provide details No, go to next question

Contractor ▶

Quantity of marquees ▶

Quantity of umbrellas ▶

▶ Will you be setting up tables/
chairs/display boards?

Yes, please provide details No, go to next question

Contractor ▶

Quantity of each ▶

▶ Will you be setting up a stage?

Yes, please provide details No, go to next question

Contractor ▶

Size: (H X W X D) ▶

▶ Will your event require a POPE Permit?
I.e. Is your event area enclosed,
greater than 500m² and have
more than 5000 people attending?

Yes
please attach
POPE permit No

▶ Will you be providing any other
additional temporary infrastructure?

Yes, please provide details No, go to next section

Details ▶

Vehicle Access

Ensure vehicle access onto the event site is limited.

Council is required to grant permission for vehicles to enter Council parks and reserves.

▶ Do you require vehicle access for
the purpose of loading /
unloading equipment?

Yes, please provide details No, go to next section

Details of requested vehicle access ▶

Stallholders – General

A stallholder is a person or organisation running a temporary stall at the event. Stalls can include those providing information to community, or a business who is selling a product for profit.

Please provide a complete list of all stallholders and mark their location on the site map.

Stallholders must provide a Certificate of Currency – Public Liability Insurance of minimum \$20 million to the Event Organiser.

▶ Will there be stallholders
at your event?

Yes
please attach complete
list of stallholders No, go to next question

Number of stallholders ▶

▶ Do you or any stallholders plan to run
raffles or fundraising activities?

Yes, please provide details No, go to next section

Details of activities ▶

Stallholders – Food & Drink

Please provide a complete list of food and drink stallholders and mark their location on the site map.

Stallholders must provide a Certificate of Currency – Public Liability Insurance of minimum \$20 million to the Event Organiser.

Please refer to the Event Planning Toolkit for more information regarding food and drink stallholders.

- ▶ Will you have food and beverage trucks, vendors or stalls at your event?

<input type="checkbox"/> Yes	<input type="checkbox"/> No, go to next section
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please attach complete list of stallholders

How many food and beverage stalls? ▶

- ▶ Have stallholders been provided with food safety and events information?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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- ▶ Have you checked that each food stallholder is registered with Streatrader?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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- ▶ Will food or drink be given out for free, or will food or drink be sold?

<input type="checkbox"/> Free	<input type="checkbox"/> Sold
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- ▶ Will any caterers, food outlets or other stallholders be cooking with gas?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Ensure the Energy Safe checklist is completed at the event

<https://www.esv.vic.gov.au/merchandise/gas-safety-at-public-events/>

- ▶ Will you or a community group be running a sausage sizzle as part of your event?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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- ▶ Will there be stallholders selling/serving alcohol?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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please attach liquor licence

A Liquor Licence must be obtained from the Victorian Commission for Gambling and Liquor Regulation:

<https://vcglr.vic.gov.au/i-want/get-new-licence>



Audio/Visual Equipment

Contractors supplying audio/visual equipment must provide a Certificate of Currency – Public Liability Insurance of minimum \$20 million to the Event Organiser.

Please refer to the Event Planning Toolkit for more information on noise levels.

- ▶ Will you be using a PA system or any amplification at your event? Yes No

- ▶ Will you be engaging a contractor to supply audio equipment? Yes, please provide details No, go to next section

Name of contractor ▶

- ▶ Will your event comply with noise restrictions? Yes No

Considerations must be given to effectively manage noise levels to ensure they remain within the prescribed limits, particularly where there are nearby residential areas.

- ▶ Will you be engaging a contractor to supply visual/lighting equipment? Yes, please provide details No, go to next section

Name of contractor ▶

Performers, MC and Entertainment

Performers and entertainers must provide a Certificate of Currency – Public Liability Insurance of minimum \$20 million to the Event Organiser.

- ▶ Have you confirmed your entertainment / performer run sheet? Yes No
please attach a production schedule or run sheet

- ▶ Will live or recorded music be played? Yes No
please attach APRA licence

- ▶ Will your event include buskers or street performers? Yes No

- ▶ Have any other activities been planned? Yes, please provide details No, go to next question

Details of activities ▶

- ▶ If working with children, have you requested a copy of Performer or Entertainer Working with Children Checks? Yes No
performers will not be working with children

Toilets

Adequate toilet facilities need to be available for patrons at your event. If there are insufficient public facilities available, portable toilets will need to be brought in, including accessible toilets.

External contractors providing toilets must provide a Certificate of Currency – Public Liability Insurance of minimum \$20 million to the Event Organiser.

The location of toilets must be clearly marked on the site map.

Please refer to the Event Planning Toolkit for more information.

- ▶ Are there public toilets available at your event venue? Yes, please provide details No, go to next question
 - Location ▶
 - Number of toilets ▶ Male Female Accessible
- ▶ Will Council toilets require additional cleaning? Yes No N/A
- ▶ Will you require access to Council toilets before 9am or after 5pm? Yes, please provide details No, go to next question
 - Access times ▶
- ▶ Will you be providing additional toilet facilities? Yes, please provide details No, go to next question
 - Name of Contractor ▶
 - Number of additional toilets provided ▶
- ▶ Please describe strategies for toilet cleaning throughout the event.
- ▶ Will there be baby change facilities available at the event? Yes No



Waste Management

Adequate waste facilities need to be available for patrons at your event.

Identify how many bins (general, recycling or organic) are available at the venue, and if the number/variety will be sufficient with your event needs.

Please provide details of waste management for the event, including the provision of bins and plans for the removal or waste after the event.

External contractors providing bins must provide a Certificate of Currency – Public Liability Insurance of minimum \$20 million to the Event Organiser.

The location of bins must be clearly marked on the site map.

- ▶ How many bins are available at the event venue?

 General Recycling

- ▶ Do you require additional bins at your event?

 General Recycling Organic

If additional bins are requested from Council, fees may apply.

Contractor ▶

- ▶ Do you have a cleaning strategy in place to ensure the event site is clear of waste during and following the event?

- ▶ Will your event include a stall selling sugar cane?

 Yes No

Water

Events must cater for the health and comfort of patrons. Drinking water should be made freely available, or if not feasible, cost less than the lowest price of any other drink sold to patrons.

The location of drinking water facilities must be clearly marked on the site map.

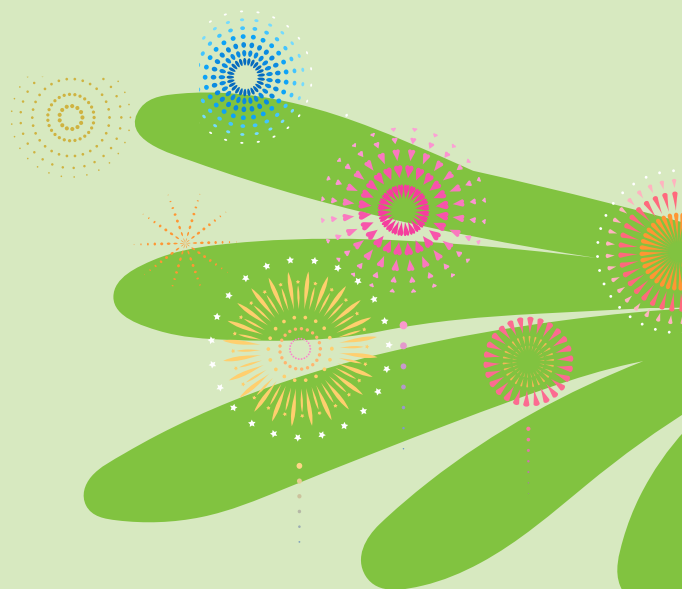
- ▶ Is drinking water available on site?

 Yes No

- ▶ Will you be providing additional free drinking water at the event?

 Yes, please provide details No, go to next section

Contractor ▶



Amusements

Event Organisers will be required to obtain from the contractor:

- Manufacturing standards compliance
- Operating procedures and compliance
- Work Cover registration
- Public Liability Insurance (minimum \$20 million)

- ▶ Will your event include amusement rides, inflatable jumping castles or similar entertainment rides? Yes, please provide details No, go to next section

Contractor ▶

Number of amusements ▶

Description of amusements ▶

- ▶ Will amusement rides be free or incur a cost to the patron? Free Cost NA

Animals

External contractors engaged to provide activities must provide a Certificate of Currency – Public Liability Insurance of minimum \$20 million to the Event Organiser.

In the interest of good hygiene, full hand washing facilities must be provided.

- ▶ Will your event involve animals (e.g. pony rides, animal farms)? Yes, please provide details No, go to next section

Contractor ▶

Description ▶

- ▶ Will full hand washing facilities be provided to event patrons? Yes No N/A

Fireworks/Pyrotechnics

Events seeking to include fireworks must only use licensed pyro technicians. The pyro technician must obtain a permit from Council (application to be made at least 3 weeks prior to the event) and ensure that WorkCover has been notified at least 7 days in advance of the event.

WorkCover assesses pyrotechnic experience and qualifications to operate and discharge fireworks.

- ▶ Will the event involve fireworks, firecrackers or pyrotechnics? Yes, please provide details No, go to next section

Name of Licenced pyro technician ▶

Time and duration of fireworks ▶

Power

If your event is held on a Council park or reserve, there may be capacity to utilise Council's power supply. Fees may apply. Please note, 3phase power is not available at all sites, it depends on the capacity of the switchboard to provide the service.

All power leads must be tested and tagged by a qualified electrician.

It is the responsibility of the Event Organiser to ensure all electrical equipment is tested and tagged.

Inspection of tags can be carried out by viewing individual items and checking the expiry date. This would be performed as part of a prestart check / pre commencement audit.

- ▶ Will you be using any electrical equipment at your event?

Yes, please provide details No, go to next question

- Description of electrical equipment ▶

- ▶ Do you require access to Council power facilities?

Yes, please provide details No, go to next question

- Location and access times ▶

- ▶ Will you have an electrician working on the event?

Yes, please provide details No, go to next question

- Name of Electrician & Company ▶

- ▶ Will you have generators at your event?

Yes, please provide details No, go to next section

- Contractor ▶

- Number of generators ▶

Additional Lighting

If your event is being held at night, or the setting up and pulling down of the event takes place in the early morning or evening, adequate lighting will be required. This may include existing or temporary light structures.

For events taking place at night or in venues, emergency lighting should also be available and back-up power provisions should be made in the case of a power outage.

Please include additional lighting locations on your site map.

- ▶ What additional lighting will be available?

Accessibility

Carefully consider accessibility at your event for people of all ages and particularly those with a disability to ensure that all members of the community can attend and enjoy the activities.

- ▶ Will there be accessible parking available? Yes No
- ▶ Are accessible toilets available? Yes No
- ▶ Can people utilising wheelchairs, mobility aids and prams easily access the event? Yes No
- ▶ Is the signage clear and directive enough for people who may have limited English? Yes No
- ▶ Will you be providing an Auslan interpreter at the event? Yes No

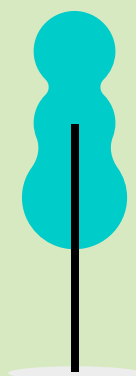
Traffic Management & Parking

If you are planning to make any changes to traffic conditions, roads access or parking facilities during your event, permission must be granted by Council. A traffic management plan must be submitted.

If your event involves a road closure or changes to local traffic conditions an approved resident and business notification will need to be distributed a minimum of one week prior to the event to the affected residents and businesses.

Permission may need to be sought from some businesses and residents on some occasions.

- ▶ Do you require a road closure? Yes No, go to next question
please attach a traffic management plan
- Name of street & suburb ▶
- Between streets (or properties) ▶
- Requested road closure start day/time ▶
- Requested road closure finish day/time ▶
- Contractor ▶
- ▶ Do you require any temporary parking restrictions on any roads surrounding your event? Yes No, go to next question
please attach a traffic management plan



Name of street & suburb ▶

Details ▶

Requested start day/time ▶

Requested finish day/time ▶

▶ Do you require full or partial temporary closure of Council carparks? Yes No, go to next question
please attach a traffic management plan

Name of carpark ▶

Details ▶

Requested carpark closure start day/time ▶

Requested carpark closure finish day/time ▶

▶ Will your event be on a footpath? Yes No, go to next question
please attach a pedestrian management plan

Location ▶

Details ▶

▶ Have you supplied a traffic management plan to Council? Yes No

Security

Some events may require specific security arrangements including private security providers. Security needs to be considered if

- your event is expecting large crowds
- significant sums of money are involved
- alcohol is present
- if the protection of people or assets is required

▶ Will you be engaging a private security provider? Yes, please provide details No, go to next section

Name of contractor ▶

Number of security/crowd management staff ▶

Security role and responsibilities ▶

Areas where they will be located ▶

VIP Invitations

Invitations to the Mayor and Councillors must be sent out at least 2 weeks prior to the event date.

Invitations must include details on date, time, location, program of events and parking.

All events receiving Council funding should invite the Mayor and Councillors to the event.

- ▶ Do you plan to invite the Mayor and Councillors to your event?

Mayor

Councillors

www.monash.vic.gov.au/councillors

- ▶ Do you require the Mayor and/or Councillors to have a role in the event, e.g. speeches?

- ▶ Do you intend to invite State and Federal MPs to your event?

State MPs

Federal MPs

<https://www.monash.vic.gov.au/wAbout-Us/Council/Governance/Members-of-Parliament>

- ▶ Are you planning a Welcome to Country to be part of the event?

Yes, please provide details

No, go to next section

Details ▶

Communication

- ▶ How will the event management staff communicate with other staff and volunteers and members of the public?

Please provide details.



Marketing and Advertising your Event

Please note: If your event has received funding from City of Monash, the City of Monash logo must be present on marketing material, and approved by Council.

Marketing Plan

Provide an overview of your marketing strategies.

Printed collateral (Flyers, posters, programs)	
Distribution of printed collateral	
Email Marketing Campaign	
Social Media Plan	
Website and Digital Media	
Advertising (Radio, local newspaper, TV, What's on Event Listings)	
Media Releases	

► Will you be displaying signage at any of Council's available billboard sites?

Yes

No

signage must be approved by council before being displayed.

Community billboards are located at:

- Corner Waverley & Springvale Roads,
- Glen Waverley
- Corner Stephenson & High Street,
- Glen Waverley Corner Huntingdale Rd & Stephenson Rd, Huntingdale
- Corner Princess Highway & Ferntree Gully Rd, Oakleigh

To book a location, email Local Laws your request on LocalLaws.Admin@monash.vic.gov.au. Local Laws will respond to your request within 10 business days.

Section 2

The second section of the Event Plan contains the Safety and Emergency Plan.

If you are holding your event in an established indoor facility then this document may already exist.

You will still need to make sure that the existing document is relevant to your event and the program you are providing. If it does not exist you will need to plan and document the following:

Safety and Emergency Plan

Emergency Contacts/Wardens

Please provide details of the persons responsible in case of an emergency.

Event Manager / Chief Warden

The Manager in the first instance will evaluate the need for an evacuation, initiate the evacuation, and contact Emergency Services.

Name

Contact Number on Event Day

Event Wardens / Staff

Event Wardens will assist the Manager to ensure that everyone attending the event has been alerted to the emergency and where relevant to clear the area or event site.

Name

Contact Number on Event Day

Name

Contact Number on Event Day

Name

Contact Number on Event Day

First Aid

Event Organisers have a duty of care to patrons and staff to ensure that risks are appropriately managed and that professional First Aid is available onsite to cover the unexpected. Accidents can happen irrespective of the size of the event, and having First Aid Officers ready to respond will ensure peace of mind.

Please ensure First Aid is clearly marked on site map.

- Please provide details of event first aid.

Contractor ►

Time of arrival ►

Time of pack up ►

- Will there be a first aid kit at the event?

Evacuation

Please provide details of your evacuation procedures. This should outline evacuation points marked on the site map.

Evacuation Procedure including Emergency Evacuation Assembly Areas	
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Lost Children

Do you have procedures in place for lost children? Please provide details.	
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Event Cancellation Plan

If your event is held outdoors, it is important to develop a Cancellation Plan to assist Event Organisers in decision making that may lead to the cancellation or modification of an event due to extreme weather conditions. These conditions include wet weather conditions, wind conditions, extreme heat and fire warning.

Please provide a detailed plan for event cancellation	
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Emergency Service Organisations

Medium or High Impact events may be required to notify or seek advice from emergency service organisations.

Please refer to the Event Planning Toolkit for more information.

- ▶ Have you notified Emergency Service Organisations of your event?
- | | |
|------------------------------------|---|
| <input type="checkbox"/> Police | <input type="checkbox"/> State Emergency Services |
| <input type="checkbox"/> Ambulance | <input type="checkbox"/> Fire Brigade |

Emergency Response Plan

Some larger events may require an Emergency Response Plan to establish first response procedures in the event of an emergency.

- ▶ Have you created an Emergency Response Plan?
- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

Permits and Attachments

Attachments	
<input type="checkbox"/>	Site Map
<input type="checkbox"/>	Evidence of Public Liability Insurance – Certificate of Currency minimum \$20 million
<input type="checkbox"/>	Risk Assessment Plan
<input type="checkbox"/>	Event Program or Run Sheet (if not included in the Event Plan)
<input type="checkbox"/>	List of Stallholders
<input type="checkbox"/>	Liquor License Permit
<input type="checkbox"/>	Australasian Performing Rights Association Permits (APRA)

