Event Management Plan Proforma

**EVENT DETAILS**

Event Place & Time

Name of Event

Address of Event

Details of Venue

Details of how your event will run, including details of all activities

Estimated Number of People expected to attend

Date and Time Set Up Commences

Date and Time Event starts or is open to the public

Date and Time Event Finishes

Date and Time dismantling commences and anticipated conclusion time

**EVENT MANAGER**

Contact details (this can be you)

**BUDGET**

Total for 1 year and 12 venues: $149,850 / 12 = $12,485

See website for budget template.

**SITE PLAN**

Provide a site plan and at least 2 image (form Google street view) of the site

**CONTINGENCY PLAN**

What can go wrong (rain….)?

Contingency details:

**ROAD CLOSURES**

Do you require any roads to be closed for the event?

Street in which function is to be held:

Section to be closed:

Date of proposed closure:

Permit Details (from city / town website)

Is there car parking for:

Emergency Vehicles, Key Stakeholders, Disabled Patrons, General Parking, Overspill, Buses, Taxis

**INCIDENT MANAGEMENT CONTACT DETAILS**

Police contact details

Ambulance Service contact details

Fire Service contact details

Hospital contact details

**TOILETS**

Supplier contact details:

**TEMPORARY STRUCTURES**

Will there be temporary structures at the event?

Details

Stages & Platforms

Seating

Marquees/Tents

Permit Details

**SCHEDULE**

Create a schedule (in excel) with the following tasks (see template)

Appoint Steering Committee

Allocate roles and responsibilities

Establish type of event

Develop an Event Management Plan

Book venue

Establish budget

Apply for funding

Talk to local government authority about licensing/approvals

Organize Insurance

Book equipment - stage, marquee, portable toilets, lighting, sound equipment, etc

Book Performers, Artists, Side Shows, Vendors

Draw up site plan

Draw up PR and advertising schedule, design advert, advertise date of your event

Conﬁrm all funding in place

Organize road closures (if required)

Arrange pyrotechnics and approvals (if required)

Review budget

Inform neighbouring properties of event

Contact Emergency Services required at the event

Apply for liquor license

Conﬁrm stall holders & permits

Prepare tickets and publicity material

Book staﬀ for event

Print ﬂyers, posters, promote and advertise your event

Book security

Book services of an electrician for setup and during event

Organize temporary road signage

Coordinate transport of equipment

Arrange adequate water provided at venue

Arrange adequate rubbish bins provided at venue

Prepare site

Coordinate deliveries of equipment

Staﬀ brieﬁngs

EVENT

Thank everyone involved

Evaluation / feedback

Produce ﬁnal Income & Expenditure for event

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When setting up your budget use 1 standard excel cell to represent 1 week.