

EVENT MANAGEMENT PLAN

Insert event name here

Insert venue/location here

Insert event date here

Insert Anticipated number of attendees (day/overnight)

Event Coordinator (*preparing this Event Management Plan*)

Name:

Position:

Company/Organisation:

Mobile:

Email:

1 EVENT SUMMARY

1.1 Event Background

This should explain the catalyst and inspiration for starting a new event, including a brief description of the market that your event targets, any existing events in the market, or previous events you have organised.

1.2 Event Description

This should paint a picture of what your event will look like on the day/s of operation, including what the event is made up of (vendors, food stalls, live music, displays etc), who will be involved, and what your event attendee will experience.

1.3 Event Goals

What do you hope to achieve by putting on this event? It it's a fundraising event, do you have a total amount in mind, or if your event is about community engagement how will you define your success?

Note: A goal is a generic action or outcome.

2 EVENT RUNNING SHEET

Insert (or add attachment) detailed event running sheet, proposed activities, proposed timelines etc

3. Budget

This should show any funding sources, and explain where the money that is contributing to your event budget is coming from (ticket sales / registrations / sponsorship), and also an overview of your expenditure.

4 SPONSORSHIP (if relevant and known)

Detail what sponsorship opportunities are available at your event (for example Gold, Silver Bronze) and what entitlements each level of sponsorship receives (for example their logo on signage, free tickets, etc).

List your confirmed sponsors, and any sponsors you intend to approach.

5 EVENT STAFF/VOLUNTEERS

5.1 Event Contact List:

This should list all the companies and individuals who are working with you to deliver your event.

6 Site Plan

A Site Plan is the visual layout of your event, and will show all the important elements of your event such as entry/exit points, main attractions, toilets, food stall etc.

Insert your site plan here.

7 Additional Requirements

7.1.1 Facilities

- *Insert details of facilities you need to provide in addition to those provided by the venue*

7.1.2 Services

- *Insert details of services you need to provide in addition to those provided by the venue*

8 Event Permits

This Event Management Plan does not replace, and is an addition to an Events Permit. Information on the event permit process is available at

<https://www.hindmarsh.vic.gov.au/Community/Events/Organising-an-Event>

All events will require:

- A completed Intention to Hold and Event form
- A completed Risk Management Plan
- A Certificate of Currency for Public Liability Insurance

Depending on the event you may also require permits such as:

- A street collectors permit
- A streetraders permit (for provision of food)
- An alcohol permit
- A road closure permit
- A planning permit

These permit requirements will be discussed with you once the Intention to Hold an Event form is received and reviewed.