



Event Organiser's Checklist

The checklist below is provided as a general guide only, and may not cover all of your requirements.

Planning Task		Check
➤ Preplanning		
1	Check what other events are on at the same time as your proposed event	<input type="checkbox"/>
2	Book venue	<input type="checkbox"/>
3	Check what Council permits are required for the event	<input type="checkbox"/>
4	Form the event organising committee and allocate roles and responsibilities	<input type="checkbox"/>
5	Prepare the event budget and monitor expenditure and income	<input type="checkbox"/>
6	Develop and review event objectives	<input type="checkbox"/>
7	Develop the event program	<input type="checkbox"/>
8	Book performers, entertainment, food vendors, and Master of Ceremonies (if needed)	<input type="checkbox"/>
9	Send confirmations and pay deposits as required	<input type="checkbox"/>
➤ Permits & Licences		
1	If using music, apply for APRA permit	<input type="checkbox"/>
2	Apply for Liquor Licence if required	<input type="checkbox"/>
3	Apply for a filming licence if required	<input type="checkbox"/>
➤ Traffic Management		
1	Complete and submit Application for use of a Public Road-Worksites & Events (also applies if you are proposing to use a footpath or car park)	<input type="checkbox"/>
2	If required, submit Traffic Management Plan and Traffic Guidance Schemes & engage the services of a Traffic Management company.	<input type="checkbox"/>
3	Complete and submit a Notice of Intention to Hold a Public Assembly to QLD Police	<input type="checkbox"/>



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➤ Sponsorships & Grants		
1	Research, prepare and apply for relevant grants	<input type="checkbox"/>
2	Identify appropriate potential sponsors and develop sponsorship proposals	<input type="checkbox"/>
3	Distribute sponsorship packages and follow up promptly	<input type="checkbox"/>
➤ Marketing & Promotion		
1	Develop marketing & communications plan	<input type="checkbox"/>
2	Design promotional material, basic text and logo	<input type="checkbox"/>
3	Distribute flyers/posters/brochures to the community	<input type="checkbox"/>
4	List your event on ATDW's website (www.atdw.com.au)	<input type="checkbox"/>
5	List your event on My Community online calendar (www.mycommunitydirectory.com.au/Queensland/Balonne)	<input type="checkbox"/>
6	Letter box drop to surrounding residents if required	<input type="checkbox"/>
7	Submit event advertisement/media release/What's on to relevant outlets	<input type="checkbox"/>
8	Design and/or update website	<input type="checkbox"/>
➤ Risk Management		
1	Conduct risk assessment involving all key stakeholders	<input type="checkbox"/>
2	Create risk management plan & emergency management plan	<input type="checkbox"/>
3	Obtain relevant insurance and send copies to Council if required	<input type="checkbox"/>
4	Develop contingency plans- wet weather, low attendance etc.	<input type="checkbox"/>
5	Confirm chain of command in case of emergency	<input type="checkbox"/>
6	Notify Police, Ambulance Service and Fire Brigade of event	<input type="checkbox"/>



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➤ Operations		
1	Book AV/IT equipment	<input type="checkbox"/>
2	Book, if required, portable toilets, fireworks, marquees, lighting towers, generators etc.	<input type="checkbox"/>
3	Book security if required	<input type="checkbox"/>
4	Book first aid officers	<input type="checkbox"/>
5	Recruit volunteers if required	<input type="checkbox"/>
➤ Food and Market Vendors		
1	Book vendors	<input type="checkbox"/>
2	Request details of electrical requirements	<input type="checkbox"/>
3	Request copy of Certificate of Currency (Insurance)	<input type="checkbox"/>
4	Request Food Permits	<input type="checkbox"/>
5	Send Council a list of vendors along with copies of insurance and food permits	<input type="checkbox"/>
➤ Ticketing & Invitations		
1	Design tickets/invitations and develop refund policy. Remember VIPs (Mayor, MPs, Sponsors etc.)	<input type="checkbox"/>
2	Determine ticket prices (what's included in the price?)	<input type="checkbox"/>
3	Distribution (tickets at gate, pre-sold, online etc.) and collection of tickets/RSVPs	<input type="checkbox"/>
4	Consider a policy for lost or stolen tickets	<input type="checkbox"/>
➤ Site Preparation & Plan		
1	Draw up a Site Plan for the venue/site your event will be held on (indication structures such as stage, bar, toilets, marquees, amenity blocks, exit/entry points)	<input type="checkbox"/>
2	Walk the site and consider where directional signage is required	<input type="checkbox"/>
3	Meet with designated Council contact prior to bump-in to do a pre-bond inspection, and determine where above ground and underground services are located	<input type="checkbox"/>



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➤ Cleaning & Maintenance		
1	Book toilet cleaners and extra paper and supplies if required	<input type="checkbox"/>
2	Clean up venue/mow lawn/clear area of debris etc	<input type="checkbox"/>
3	Organise garbage and recycling bins and waste removal. Make arrangements with Council if additional bins/waste removal is required	<input type="checkbox"/>
➤ Prior to Event		
1	Organise volunteers and staff, ensure appropriate training delivered	<input type="checkbox"/>
2	Prepare scripts or run sheets. Don't forget Welcome to/Acknowledgement of Country and Thank Yous to VIPs and Sponsors	<input type="checkbox"/>
3	Organise awards/trophies/certificates if required	<input type="checkbox"/>
4	Organise decorations/styling	<input type="checkbox"/>
➤ On the Day		
1	Post emergency evacuation plan in clear positions around venue	<input type="checkbox"/>
2	Gather staff, volunteers and emergency services for full briefing	<input type="checkbox"/>
3	Circulate contact list with mobile numbers to all staff and volunteers	<input type="checkbox"/>
3	Distribute incident reporting method	<input type="checkbox"/>
4	Conduct final rehearsal and sound check	<input type="checkbox"/>
5	Brief meeter/greeter and minder for VIPs	<input type="checkbox"/>
6	Distribute event kit with essentials	<input type="checkbox"/>
7	Make regular announcements throughout the event informing attendees of location of facilities and what to do in case of emergency	<input type="checkbox"/>
➤ Post Event		
1	Removal of all rubbish and equipment	<input type="checkbox"/>
2	Thank you letters and reports to sponsors, staff, volunteers	<input type="checkbox"/>



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3	Evaluation/Debrief with key stakeholders	<input type="checkbox"/>
4	Close off budget	<input type="checkbox"/>
5	Hold a debrief session with organising committee to look at ways of improving the event	<input type="checkbox"/>
6	Prepare final report and Event Acquittal for grants (if required)	<input type="checkbox"/>
7	Claim the date for your next event and register it with Council	<input type="checkbox"/>