

# Section 1: Event Checklist

## 9 – 12 months out

- Meet with Council's Events Unit – industry insights and event scoping
- Book the venue – consider wet weather location
- Organise product and public liability insurance
- Investigate funding opportunities
- Prepare sponsorship packages
- Prepare budgets
- Committee meeting schedule determined
- On road events to liaise with Police Highway Patrol and Council's Traffic Engineer

## 5 – 9 months out

- Add your event to [dubbo.com.au](http://dubbo.com.au), Events Calendar: [Submit Your Event](#)
- Apply for licenses or permits
- Obtain quotations from suppliers – toilets, security etc.
- Book entertainment and first aid
- Develop forms to engage vendors and stallholders
- Start sourcing food vendors and stallholders
- Prepare your marketing plan

## 4 months out

- Submit scoping document to Council
- Submit Special Event Applications for road closures/ activity Traffic Guidance Scheme
- Start assessing risks and developing a Risk Management Plan
- Start developing an Emergency and Medical Plan
- Draft your site plan
- Book suppliers – toilets, security, waste, etc.

## 3 months out

- Start development of an Event Management Plan
- Source volunteers

## 2 months out

- Complete all your internal and external contact lists
- Increase marketing and promotions
- Finalise production of signage
- Invite VIPs, media and sponsors

## 6 weeks out

- Ensure all assigned documentation is provided to Council as per the Scoping Document and avoid paying a late fee

## 1 month out

- Confirm all arrangements for bump in and bump out for suppliers and service providers
- Finalise the Event Management Plan
- Check, recheck and check again that timings in your running sheet are accurate
- Check, recheck and check again that all volunteers, suppliers and service providers are aware of event day arrangements
- Confirm your food vendors and provide Council with a Food Vendor Notification
- Book photographer
- Finalise the running sheet
- Finalise roles and responsibilities

## 1 week out

- Check that all sponsor benefits are being returned
- Ensure all Certificates of Currency and documentation has been received from entertainers, stallholders and food vendors
- Check the weather forecast and enact wet weather plan if necessary
- Finalise public announcement scripts
- Walk through the venue for the final time prior to the event

## Event day

- Signage Plan enacted
- Manage bump in and bump out
- Hold a toolbox meeting tailored for volunteers, suppliers and service providers
- Leave venue as you found it
- Document any matters requiring Council's attention

## Post event

- Finalise accounts
- Undertake post event survey
- Complete documentation and information for any funding acquittals
- Complete sponsor reports
- Evaluate – what worked, what did not
- Send thank you emails/ letters