

Section 5: Considerations

Consideration	Yes	No	N/A	Unsure need to check wit DRC
Have you met with Council regarding timing, venues and necessary approvals?				
Are you aware of when documentaiton is required to be submitted to Council?				
Has an Event Management Plan been developed?				
Have you developed a budget identifying and projecting expenses and revenue sources?				
Have you developed a Risk Management Plan which identifies all activities taking place at your event and potential hazards?				
Have you placed controls against each hazard to minimise risk?				
Have all necessary approvals and licenses been applied for?				
Have you developed application forms for stallholders and exhibitors?				
Do you and your stallholders have appropriate levels of insurance including public liability and product liability?				
Have potential sponsors been identified and sponsorship proposals provided?				
Have you developed a Site Plan identifying the locations for emergency access and egress and key activites?				
Have you assessed the level of staff or volunteers required during the lead up, on the day of the event, and post event?				
Have you developed a volunteer plan and register?				
Have all appropriate WHS considerations been adhered to for all personnel, e.g. PPE, manual handling instruction, access to clean drinking water, site specific induction and advice regarding risks/ hazards?				
Have you established a location for an information tent?				
Do you have a wet weather contingency?				
Have you created an Event Marketing Plan?				
Have you notified Police and other relevant emergency services?				
Have the needs of patrons requiring accessibility been considered and planned for?				
Can emergency services access the site?				
Do you need designated parking for stallholders and VIPs?				
Do you have Traffic Control Plans to manage movement of vehicles and patrons on the event site?				
Have you put in place a procedure for checking that all electrical cords on site have been tagged and tested?				

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Have you arranged for a pre-event inspection to ensure the event activities adhere to your Risk Management Plan?				
Have you arranged additional waste bins and toilets?				
Have you created an Incident Report form and engaged a first aid provider?				
Is there a fire extinguisher available?				
Do the amusement rides require notification to Council under its Amusement Device Application process?				
If you are having a jumping castle at your event, have you provided Council with the owner's certificate of currency for \$20M public liability insurance, and their Risk Management Plan which is event and site specific?				
If alcohol is available on site, has the appropriate licence been granted?				
Are all food vendors registered with their 'home council'?				
Is there sufficient supply of potable water?				
Have you arranged bins for recycling waste? Are they clearly identified?				
Have you arranged for a cleaner to maintain cleanliness and toilet supplies throughout the duration of the event?				
Have the appropriate approvals been provided to allow fireworks at your event?				
Is security required to help manage crowds, cash or alcohol service?				
Have you identified a location for receipt of lost or stolen property and lost children?				
Have you thought of large crowds, pathways and navigation throughout the site?				
Are you managing return benefits to sponsors to ensure they are engaged?				
Have you arranged a Welcome to Country and invited VIPs?				
Have you considered what actions need to be taken if for any reason the event is cancelled or postponed?				
Does your waste management plan include actions post event?				
Have you arranged cleaning and litter removal post event?				
Have you planned to correspond with sponsors and suppliers post event?				
Have you claimed the date for your next event?				