Name of Event & Date

**Event Management Plan**

**Event Overview**

**Event Objective**

**Venue Details**

* Date:
* Start Time:
* End Time:
* Location:
* Expected attendees:
* Bump in:
* Bump out:

Event Managers:

Event Manager mobile number:

Contact during the Event:

Email:

Organisation:

**Event Running Sheet:**

|  |  |  |
| --- | --- | --- |
| Date/Time | Activity | Person Responsible |
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**Event Permits**

Certificate of Currency (COC) (must be supplied at least two weeks prior to the event been conducted)  
Policy number:  
Amount covered:  
Date:

Stall holders/Food Vendors:

Alcohol:

**Other Landholder Permits:**

**If your event is taking place on any of the following land, you must obtain a permit from them**. **Processing times vary from 30 days – 3 months.**

* DEECA
* MYSTIC ELEVATION
* HVP
* Parks VIC
* NECMA

**Event Components (Please outline all your event components, some examples below)**

Entertainment:

Live Music:

Food & Beverage Stalls:

**Marketing and Communication (List your strategies)**

**Event Notifications**I have informed the following of my event

* Ambulance Victoria YES/NO
* Victoria Police YES/NO
* CFA YES/NO
* Resident and/or business notification sent out YES/NO

**Traffic Management (plans must be submitted 12 weeks prior to the event)**

Will be completed by:

**Emergency Management Plan (**In the Emergency Management Plan please consider the following and include your action response plan)

* Inclement weather (wind, heavy rain, extreme heat, storms) –
* Emergency Meeting Point –
* Emergency communication protocol and method -
* Emergency management personnel & contact numbers (eg event coordinator, event safety officer, first aid officer) –
* Incident reporting process –

**Occupational Health Welfare and Safety**

**Stall Holders**

Must complete a foodtraders application form for the event. The Environment Officer will ensure that a site inspection is completed prior to trading if required

**Facilities / Amenities**

Are toilets available? Where are they located? Are you hiring in additional amenities?

**Waste Management**

Who oversees waste management?  
Are there bins available on site?   
Do you require extra sets of waste and recycling bins from the Alpine Shire Council?  
- drop off location, date, and time. There may be extra fees for this service.