

## A quick guide to planning your event

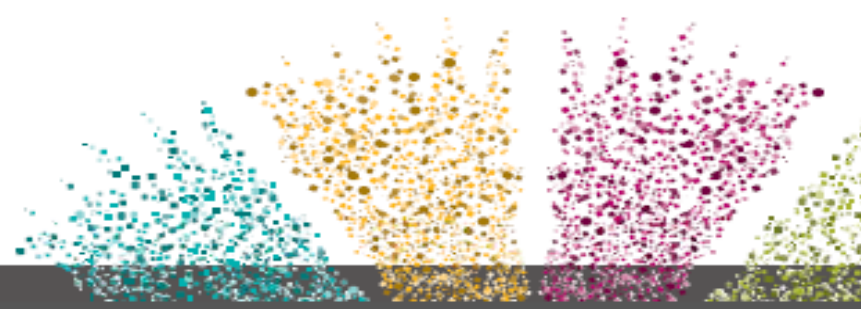
### Event Planning Checklist

Name of Event

Date of Event

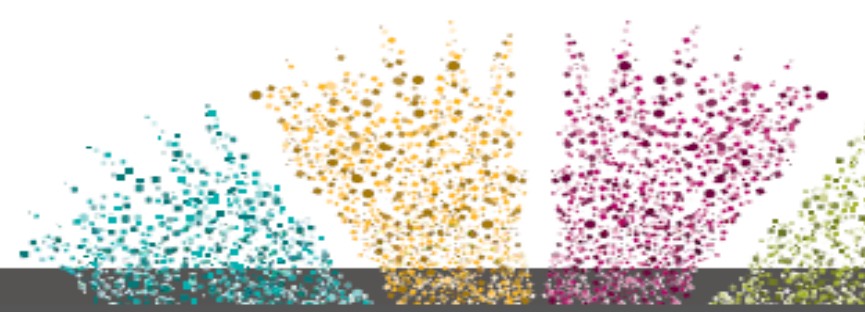
12 Months +		
Task	Planning/Lead Time	Complete
<b>Dates</b>		
Check Council's What's On Calendar and do a general Google search to find out what events are on at the same time	12 months	YES <input type="radio"/> NO <input type="radio"/>
<b>Committee/ Event Team</b>		
Form an event organising committee and allocate roles and responsibilities	12 months	YES <input type="radio"/> NO <input type="radio"/>
<b>Budget and Funding</b>		
Prepare an event budget	12 months	YES <input type="radio"/> NO <input type="radio"/>
Investigate external funding or grant opportunities	12 months	YES <input type="radio"/> NO <input type="radio"/>
Discuss your event funding proposal with a representative of Council's Events Team	12 months	YES <input type="radio"/> NO <input type="radio"/>
Prepare a sponsorship proposal to attract potential sponsors	12 months	YES <input type="radio"/> NO <input type="radio"/>
<b>Venue/ Facilities</b>		
Identify appropriate venue/facility for your event	12 months	YES <input type="radio"/> NO <input type="radio"/>
Book the venue	12 months	YES <input type="radio"/> NO <input type="radio"/>
<b>Insurance</b>		
Seek independent advice on the insurance/s required for your event i.e. Public Liability, Workcover, Volunteers etc.	12 months	YES <input type="radio"/> NO <input type="radio"/>
Obtain Public Liability Insurance for your event: <ul style="list-style-type: none"> <li>- Certificate of Currency to the minimum amount of \$20million</li> <li>- Cairns Regional Council to be noted as an Interested Party</li> </ul>	12 months	YES <input type="radio"/> NO <input type="radio"/>

6 Months +		
Task	Planning/Lead Time	Complete
<b>Permits and Approvals</b>		
Contact Council's Licencing and Approvals Team to discuss permits and licences for your event: P: 1300 69 22 47 E: <a href="mailto:LicensingandApprovals@cairns.qld.gov.au">LicensingandApprovals@cairns.qld.gov.au</a>	6+ months	YES <input type="radio"/> NO <input type="radio"/>
Contact Council's Infrastructure Planning team to discuss any changed traffic conditions required for your event if traffic, including parking, is expected to be affected. This includes delays due to number of expected participants walking to the event. Also if event is expected to attract over 1500 people: P: 1300 69 22 47 E: <a href="mailto:imenquiries@cairns.qld.gov.au">imenquiries@cairns.qld.gov.au</a>	6+ months	YES <input type="radio"/> NO <input type="radio"/>
Contact the Queensland Police Service to discuss your event and any requirements For more information, contact the Queensland Police Service via <a href="http://www.police.qld.gov.au">www.police.qld.gov.au</a> or phone Policelink on 131 444	6+ months	YES <input type="radio"/> NO <input type="radio"/>
<b>Fireworks:</b> If intending to use Fireworks at your event, contact the Department of Natural Resources, Mines and Energy at <a href="http://www.dnrme.qld.gov.au">www.dnrme.qld.gov.au</a> or phone 13 74 68	6+ months	YES <input type="radio"/> NO <input type="radio"/>
<b>Aquatic:</b> If hosting an aquatic event (organised water activity such as boat or swimming races, sailing regattas, water skiing competitions or fireworks displays likely to affect the normal operations of ships in the local vicinity), you will require an aquatic event authority. Contact Maritime Safety Queensland on <a href="http://www.msg.qld.gov.au">www.msg.qld.gov.au</a> for further information or phone the Cairns region office on (07) 4052 7400	6+ months	YES <input type="radio"/> NO <input type="radio"/>
<b>Smoking:</b> Strong tobacco laws apply in Queensland to protect the health of the community. Smoking is either banned or restricted at areas common at private and community events. For advice on which smoking bans may apply at your event, you can make contact with our local Tropical Public Health Services Unit and speak to an Environmental Health Officer in Council's Licencing and Approvals Team on (07) 4226 5555	6+ months	YES <input type="radio"/> NO <input type="radio"/>
<b>Fundraising:</b> Apply for the relevant fundraising licence through the Queensland Government <a href="http://www.qld.gov.au/law">www.qld.gov.au/law</a>	6+ months	YES <input type="radio"/> NO <input type="radio"/>
<b>Alcohol:</b> In most cases you must have a liquor licence or permit to sell or supply liquor (alcohol)	6+ months	YES <input type="radio"/> NO <input type="radio"/>



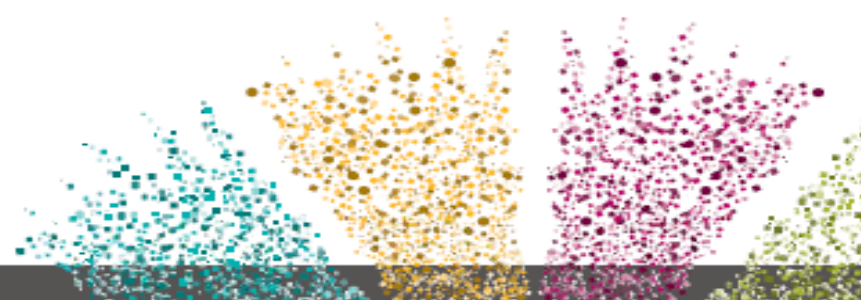
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6 Months +		
Task	Planning/Lead Time	Complete
in Queensland. Liquor licences may take 4-6 months to be approved. For more information or relevant liquor licencing or to apply for your liquor permit visit <a href="http://www.business.qld.gov.au">www.business.qld.gov.au</a> or phone 13 74 68 or email <a href="mailto:OLGRlicencing@justice.qld.gov.au">OLGRlicencing@justice.qld.gov.au</a>		
<b>Food:</b> If you are serving food at your event, you must ensure appropriate consideration is given to the safe preparation and service of food. It is recommended you contact Council for information on what licences will be required for your event. Please contact an Environmental Health Officer in Council's Licencing and Approvals Team on 1300 692 247 or at <a href="mailto:LicensingandApprovals@cairns.qld.gov.au">LicensingandApprovals@cairns.qld.gov.au</a>	6+ months	YES <input type="radio"/> NO <input type="radio"/>
<b>Music:</b> If using music (pre-recorded or live during your event), apply for an APRA permit/music licence. This licence allows you to use music from any legal source. You will need to obtain your licence no less than 72 hours prior to the start of your event. For more information visit APRA at <a href="http://www.apra.com.au">www.apra.com.au</a>	6+ months	YES <input type="radio"/> NO <input type="radio"/>
<b>Marketing and Promotions</b>		
Develop a Marketing Plan	6+ months	YES <input type="radio"/> NO <input type="radio"/>
Engage a designer to assist with creating promotional material (eg posters, newsletters, flyers, invites, social media banners etc)	6+ months	YES <input type="radio"/> NO <input type="radio"/>
Distribute promotional material	6+ months	YES <input type="radio"/> NO <input type="radio"/>
Consider social media plan and digital advertising	6+ months	YES <input type="radio"/> NO <input type="radio"/>
Lock in Radio, Print and Television campaign schedules	6+ months	YES <input type="radio"/> NO <input type="radio"/>
Create an event Website/webpage and advertise details online	6+ months	YES <input type="radio"/> NO <input type="radio"/>
<b>Traffic and Transport</b>		
Contact Council's Infrastructure Planning team to discuss any changed traffic conditions required for your event if traffic including parking is expected to be affected. This includes delays due to number of expected participants walking to the event. Also if event is expected to attract over 1500 people: P: 1300 69 22 47 E: <a href="mailto:imenquiries@cairns.qld.gov.au">imenquiries@cairns.qld.gov.au</a>	6+ months	YES <input type="radio"/> NO <input type="radio"/>
Apply to Council for any road closures or changes to traffic conditions	6+ months	YES <input type="radio"/> NO <input type="radio"/>
Ensure there are adequate parking facilities for the event. Does consideration need to be given to the management of pedestrian flow from the car park to the event?	6+ months	YES <input type="radio"/> NO <input type="radio"/>
Engage a Traffic Management Company to assist with drafting Traffic Guidance Schemes where required	6+ months	YES <input type="radio"/> NO <input type="radio"/>
Develop a Traffic Management Plan for the event	6+ months	YES <input type="radio"/> NO <input type="radio"/>
Identify and promote alternative transport/routes for the event	6+ months	YES <input type="radio"/> NO <input type="radio"/>
Liaise with public transport providers (Translink and Sunbus) regarding impact on public transport services	6+ months	YES <input type="radio"/> NO <input type="radio"/>
<b>Entertainment and Infrastructure</b>		
Book performers and entertainment	6+ months	YES <input type="radio"/> NO <input type="radio"/>
Book hire equipment, audio visual, toilets, staging, marquees	6+ months	YES <input type="radio"/> NO <input type="radio"/>
Book or invite your MC or any officials you would like to speak	6+ months	YES <input type="radio"/> NO <input type="radio"/>
Confirm participants and stall holders and ascertain their power and infrastructure requirements	6+ months	YES <input type="radio"/> NO <input type="radio"/>
<b>Safety and Security</b>		
Conduct a Risk Assessment	6+ months	YES <input type="radio"/> NO <input type="radio"/>
Develop an Emergency and Evacuation Plan	6+ months	YES <input type="radio"/> NO <input type="radio"/>
Engage licenced security personnel	6+ months	YES <input type="radio"/> NO <input type="radio"/>
Arrange for First Aid to be in attendance	6+ months	YES <input type="radio"/> NO <input type="radio"/>
Develop a wet weather contingency plan	6+ months	YES <input type="radio"/> NO <input type="radio"/>
<b>Waste Management and Cleaning</b>		
Arrange and book in cleaners for during and post event	6+ months	YES <input type="radio"/> NO <input type="radio"/>
Arrange for the appropriate number of waste and recycling bins for the event <i>See Council's Waste Wise Events Fact Sheet for further information</i> <a href="http://www.cairns.qld.gov.au/_data/assets/pdf_file/0004/219658/Waste-Wise-Events-Fact-Sheet.pdf">http://www.cairns.qld.gov.au/_data/assets/pdf_file/0004/219658/Waste-Wise-Events-Fact-Sheet.pdf</a>	6+ months	YES <input type="radio"/> NO <input type="radio"/>
Ensure event and all stallholders promote and do not use Single Use Plastic products	6+ months	YES <input type="radio"/> NO <input type="radio"/>



## A quick guide to planning your event

3 Months		
Task	Planning/Lead Time	Complete
<b>Permits and Approvals</b>		
Submit all licences and permits with Council <ul style="list-style-type: none"> <li>- Changed Traffic Conditions or Road Closures</li> <li>- Temporary Entertainment Event Permit OR General Activity Permit (depending on the nature of your event)</li> <li>- Temporary food stall or market stall permits</li> </ul>	3+ months	YES <input type="radio"/> NO <input type="radio"/>
Submit all permits with relevant agencies and/or notify: <ul style="list-style-type: none"> <li>- <b>Queensland Police Service</b> <ul style="list-style-type: none"> <li>- Special Event Permit</li> </ul> </li> <li>- <b>Department of Transport and Main Roads</b> <ul style="list-style-type: none"> <li>- Road Corridor Permit and Traffic Disruption Permit</li> </ul> </li> <li>- <b>Office of Liquor and Gaming</b> <ul style="list-style-type: none"> <li>- Liquor Licence</li> </ul> </li> <li>- <b>Department of Environment and Heritage</b> <ul style="list-style-type: none"> <li>- Pyrotechnics/Fireworks displays</li> </ul> </li> <li>- <b>Translink</b></li> <li>- <b>Sunbus</b></li> </ul>	3+ months	YES <input type="radio"/> NO <input type="radio"/>
Ensure all food and market stall holders receive Food Safety Fact Sheets	3-6 months	YES <input type="radio"/> NO <input type="radio"/>
<b>Insurance</b>		
In accordance with Council's Local Laws, submit to Council a copy of your Public Liability Insurance for your event: <ul style="list-style-type: none"> <li>- Certificate of Currency to the minimum amount of \$20million</li> <li>- Cairns Regional Council to be noted as an Interested Party</li> </ul>	3-6 months	YES <input type="radio"/> NO <input type="radio"/>
<b>Consultation/Public and Community Notification</b>		
Prepare and distribute notification for surrounding residents and businesses	3 months	YES <input type="radio"/> NO <input type="radio"/>
Notification to be delivered no later than 14 days prior to the event	3 months	YES <input type="radio"/> NO <input type="radio"/>
Consult with all event stakeholders – including neighbouring businesses, emergency services, public transport providers, St Johns Ambulance etc	3 months	YES <input type="radio"/> NO <input type="radio"/>
<b>Staff and Volunteers</b>		
Recruit adequate staff and volunteers to assist on the day of the event	3-6 months	YES <input type="radio"/> NO <input type="radio"/>
Arrange uniforms for volunteers	3-6 months	YES <input type="radio"/> NO <input type="radio"/>
Arrange water, meals and parking passes for staff and volunteers	3-6 months	YES <input type="radio"/> NO <input type="radio"/>
<b>Prepare and Submit Documentation</b>		
Event Management Plan	3+ months	YES <input type="radio"/> NO <input type="radio"/>
Run Sheet	3+ months	YES <input type="radio"/> NO <input type="radio"/>
Site Map	3+ months	YES <input type="radio"/> NO <input type="radio"/>
Risk Assessment/Risk Management Plan	3+ months	YES <input type="radio"/> NO <input type="radio"/>
Emergency Evacuation Plan	3+ months	YES <input type="radio"/> NO <input type="radio"/>
<b>Event Formalities</b>		
Prepare MC and any officials speech notes	3+ months	YES <input type="radio"/> NO <input type="radio"/>
Prepare any speeches, presentations or prizes required	3+ months	YES <input type="radio"/> NO <input type="radio"/>
<b>Facilities</b>		
Ensure adequate toilets and hand washing facilities are available for public patrons, food operators and customers. Please check recommendations on the internet	3+ months	YES <input type="radio"/> NO <input type="radio"/>
Is the event big enough to warrant getting the toilets cleaned halfway through the function and to re-stock toilet paper	3+ months	
Ensure drinking water is readily available (ideally free of charge)	3+ months	YES <input type="radio"/> NO <input type="radio"/>
Is there existing irrigation at the location? Will you need to get the timetable altered for the event to ensure the irrigation doesn't come on during your bump in, event or bump out	3+ months	
Are there sufficient shaded and seating areas?	3+ months	YES <input type="radio"/> NO <input type="radio"/>
Do I need a key to open the facility and/or toilets	3+ months	
In the event of wet weather (especially in our tropical conditions), ensure there is sufficient shelter and marquees for the public to shelter under away from the weather	3+ months	YES <input type="radio"/> NO <input type="radio"/>
For an aquatic event: Check the tide times and long range weather forecast	3+ months	YES <input type="radio"/> NO <input type="radio"/>
<b>Lighting:</b> Is there overhead lighting onsite or do I need this lighting changed to suit the function	3+ months	YES <input type="radio"/> NO <input type="radio"/>
<b>Signage</b>		
Prepare a signage plan for the event	3+ months	YES <input type="radio"/> NO <input type="radio"/>
Produce signage for event eg Toilets, First Aid, Car Parking, Bar, Food etc.	3+ months	YES <input type="radio"/> NO <input type="radio"/>

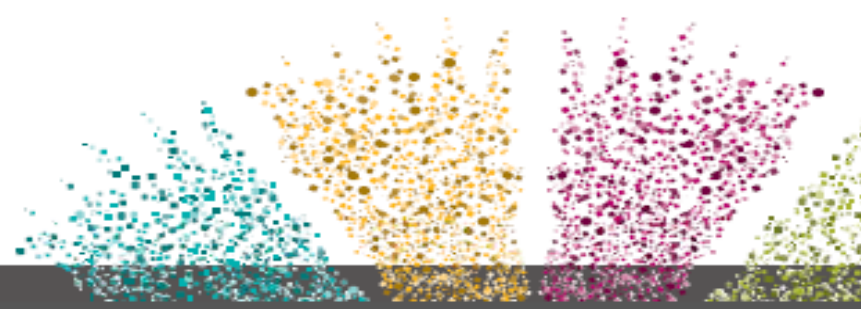


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Final Month		
Task	Planning/Lead Time	Complete
Re-confirm venue booking and arrangements	<b>1 month</b>	YES <input type="radio"/> NO <input type="radio"/>
Re-confirm all suppliers, entertainers, infrastructure, food vendors	<b>1 month</b>	YES <input type="radio"/> NO <input type="radio"/>
Confirm all essential services for the event ie First Aid, Police, Transport	<b>1 month</b>	YES <input type="radio"/> NO <input type="radio"/>
Confirm MC and officials arrangements	<b>1 month</b>	YES <input type="radio"/> NO <input type="radio"/>
Brief staff, volunteers and stakeholders on their role at the event	<b>1 month</b>	YES <input type="radio"/> NO <input type="radio"/>
Confirm all permits have been received. Print off permits and place in event day folder	<b>1 month</b>	YES <input type="radio"/> NO <input type="radio"/>
Collate Event Contact list including all suppliers, entertainment, committee members, food vendors etc	<b>1 month</b>	YES <input type="radio"/> NO <input type="radio"/>
Arrange temporary parking passes for staff, suppliers and volunteers (if required)	<b>1 month</b>	YES <input type="radio"/> NO <input type="radio"/>

Event Week		
Task	Planning/Lead Time	Complete
<b>Accessibility</b>		
Ensure all contractors are inducted when they arrive onsite	<b>Event Week</b>	YES <input type="radio"/> NO <input type="radio"/>
Ensure the event layout provides the best access for circulation	<b>Event Week</b>	YES <input type="radio"/> NO <input type="radio"/>
Ensure stalls or performance areas do not block access points or access kerbs for all accessibility access	<b>Event Week</b>	YES <input type="radio"/> NO <input type="radio"/>
Provide disability parking spaces close to the event site	<b>Event Week</b>	YES <input type="radio"/> NO <input type="radio"/>
Ensure adequate availability of portable accessible toilet facilities and marquees	<b>Event Week</b>	YES <input type="radio"/> NO <input type="radio"/>
Ensure site entry and exit points including thoroughfares are well defined and clearly marked	<b>Event Week</b>	YES <input type="radio"/> NO <input type="radio"/>
<b>Safety and Security</b>		
Ensure any hazardous areas or materials are clearly signed or fenced off	<b>Event Week</b>	YES <input type="radio"/> NO <input type="radio"/>
Ensure suitable fire extinguishers and blankets are placed in appropriate areas	<b>Event Week</b>	YES <input type="radio"/> NO <input type="radio"/>
Ensure mobile plant (forklifts, cherry pickers etc) are only operated by certified operators	<b>Event Week</b>	YES <input type="radio"/> NO <input type="radio"/>
Implement measures to ensure noise is kept to an acceptable level	<b>Event Week</b>	YES <input type="radio"/> NO <input type="radio"/>
<b>Facilities</b>		
Engage a licenced electrician to install, test, certify all electrical installations for your event	<b>Event Week</b>	YES <input type="radio"/> NO <input type="radio"/>
All electrical equipment to be tagged and tested	<b>Event Week</b>	YES <input type="radio"/> NO <input type="radio"/>
Power cords to be in cable trays or raised above the ground	<b>Event Week</b>	YES <input type="radio"/> NO <input type="radio"/>
All power leads to be protected from the weather	<b>Event Week</b>	YES <input type="radio"/> NO <input type="radio"/>
Limit vehicle access to the site	<b>Event Week</b>	YES <input type="radio"/> NO <input type="radio"/>
Place staging or boarding down in high traffic areas to protect venue	<b>Event Week</b>	YES <input type="radio"/> NO <input type="radio"/>

Post Event: + 1 Month		
Task	Planning/Lead Time	Complete
Post Event Debrief meeting and evaluation	<b>No more than 4 weeks post event</b>	YES <input type="radio"/> NO <input type="radio"/>
Finalise budget and costs for event	<b>No more than 4 weeks post event</b>	YES <input type="radio"/> NO <input type="radio"/>
No less than four weeks post event, submit your grant acquittal kit to Council's events team including: <ul style="list-style-type: none"> <li>• Proof that the event took place</li> <li>• Proof of expenditure (copy of all receipts for expenditure that Council's grant funds contributed to)*</li> <li>• Proof of acknowledgement of Council assistance (eg Cairns Regional Council logo included on website, event program, newsletter, engagement with Councillors)</li> <li>• Proof of performance – by providing the actual values that eventuated for Key Performance Indicators</li> </ul> <p><i>* The acquittal should report on the whole event including the total budget/financial report, BUT only copies of receipts relating to Council's grant funding need to be supplied)</i></p>	<b>No less than 4 weeks post event</b>	YES <input type="radio"/> NO <input type="radio"/>



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Required Event Documentation		
Document	Planning/Lead Time	Complete
<b>Event Management Plan:</b> Prepare an Event Management Plan (on template provided) detailing all components of the event	<b>6+ months</b>	YES <input type="radio"/> NO <input type="radio"/>
<b>Traffic Management Plan:</b> Prepare a written Traffic Management Plan outlining how you are going to manage traffic and pedestrians pre, during and post your event. This plan should cover off on signage, parking, pedestrian access, impact on public transport services and emergency services, promotion of alternate transport etc.	<b>3-6 months</b>	YES <input type="radio"/> NO <input type="radio"/>
<b>Risk Assessment/Risk Management Plan:</b> Prepare a detailed Risk Management Plan including identification and assessment of risks associated with event, contingency planning and advertising, first aid provisions, emergency management, weather plans etc	<b>6+ months</b>	YES <input type="radio"/> NO <input type="radio"/>
<b>Site Plan:</b> Prepare a site plan including all structures (tents, stages, market stalls, food vendors, toilets, bar, waste facilities), show where power is located, food vendors with gas or cooking appliances, fencing, access and egress points, parking locations, fixed structures such as amenities etc	<b>3-6 months</b>	YES <input type="radio"/> NO <input type="radio"/>
<b>Emergency Evacuation Plan/Fire Safety Management Plan:</b> Prepare a written Emergency/Fire Management Plan including a site map showing evacuation routes, entry and exit points and access for emergency services	<b>3-6 months</b>	YES <input type="radio"/> NO <input type="radio"/>
<b>Waste Management Plan:</b> Prepare a written waste management plan including provisions of waste and recycling bins, details of pre, during and post event clean up and rubbish removal, regular toilet cleaning, cleaning and replenishing during the event, regular cleaning of venue during event etc	<b>3-6 months</b>	YES <input type="radio"/> NO <input type="radio"/>

