



# Event Management Plan

## Event Management Plan

### Section 1 | Event Details

#### 1.1 Event Details

Event name:

Event start date

End date:

Event start time:

End time:

Event location:

Venue name:

Venue type (stadium, hall, art gallery etc):

Venue capacity:

*Set up time*

Start:

Finish:

*Clean up time*

Start:

Finish:

#### 1.2 Event Manager

Event Manager:

Address:

Telephone (Work):

(Home):

(Mobile):

Facsimile:

Email:

Contact number during the event:

Other contacts for the event (please provide name and contact number).

#### 1.3 Description of the Event

Describe the event? (What is the main purpose or attraction of the event?)

List details of the type of entertainment being provided?

#### Office Use only

Date received:

Who received:

Approved:

Comments:

## 1.4 Patron details

Who is the target audience?

Estimated total patron attendance?

Patron age details (estimate):

< 18	% of total audience	18 -25	% of total audience
25-29	% of total audience	30 -39	% of total audience
> 40	% of total audience		

## Section 2 | General Considerations

### 2.1 Contact

Have you investigated public liability and duty of care and obtained appropriate insurance?

Yes  No

Name (UWA Security & Parking and/or Guild)

Position:

Telephone:

Email:

### 2.2 Alcohol

Will alcohol be available at the event?

- No – alcohol will not be served or consumed at the event; or  
 Yes – BYO alcohol will be allowed to be consumed at the event; or  
 Yes – alcohol will be sold or supplied at the event and a Permit/Occasional License is required

Will an application for an Occasional License or Extended Trading Permit be lodged with the Department of Racing, Gaming & Liquor?

Yes  No

Who will be the holder of the Permit or Occasional License?

Licensee/organisation:

Approved Manager:

Address:

Telephone (Work/Home)

(Mobile)

Facsimile:

Email:

Contact number during the event:

### 2.3 Public Liability

Have you investigated public liability and duty of care issues and obtained appropriate insurance?

- No  
 Yes – Our Club is affiliated with the Guild and our normal events approved by the Guild are covered under the Guild's Insurance Policy  
 Yes – Event is covered by the University's Insurance Policy  
 Yes – Other:

### 2.4 Licenses & Permits

What are the health and safety permits required by the local council? I.e. Food permit (Contact your local council for more information).

Has a permit been granted to use the venue?

Yes  No

List any other permits/ approvals required or obtained for this event:

## Section 3 | Consultation with Key Stakeholders

### 3.1 Consultation Register

List the names of individuals and organisation you have consulted with in planning this event.

Preferred contractors list URL

Stakeholder	Contact Name	Telephone
(E.g. UWA Security)	(E.g. Garry Jones)	(E.g. 6488 3020)
UWA Security		
Security company/personnel (contract)		
UWA Guild		
Ambulance service/medical centre		
F.E.S.A. WA		
Hire company		
Dept. Racing, Gaming & Liquor		
Transperth		
Media		
Bus company		
Taxi company		
Beverage supply company		

Other:		
Other:		
Other:		

**3.2 Planning Meeting (before the event).** Please list the details of the meeting with stakeholders;

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Venue: \_\_\_\_\_

**3.3 Briefing Meeting (immediately before the event).** Please put details of the meeting with stakeholders;

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Venue: \_\_\_\_\_

**3.4 Debriefing Meeting (immediately after the event).** Please put details of the meeting with stakeholders;

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Venue: \_\_\_\_\_

If available, contact person: \_\_\_\_\_

## Section 4 | Planning for the Event

### 4.1 Selection of a venue

In what way will access to the site need to be modified for the duration of the event? (e.g. fencing)

### 4.2 Site Plan (in most circumstances a scaled site plan must be submitted)

Tick the checklist for your site plan and include an explanation of why any items are not included:

CHECKLIST	EXPLANATION	CHECKLIST	EXPLANATION
the surrounding area		lost kids/property	
any entrances and exits		drinking water sites	
emergency access routes		food/vendor/stalls	
paths used by vehicles		liquor outlets	
paths used by pedestrians only		approved alcohol (wet) areas	
parking		non-alcohol (dry) areas	
stage location		toilet facilities	
seating arrangements		communication centre	
entertainment sites		fire extinguishers	
security locations		refuse containers	
first aid posts		public telephones/help points	
chill-out areas (safe, quiet area)		other: please list.	

**Attach a copy your site plan here. The site plan should be copied an circulated to ALL stakeholders**

### 4.3 Event Promotion & Ticketing

What is the focus or purpose of the event? (e.g. family fun, sporting contest, musical entertainment).

How is this explained in the promotion and publicity for the event?

Where is the event to be publicised and promoted? (e.g. radio, posters, print media).

Does the event promotion and publicity reinforce the messages about safe drinking practices?

Yes

No

Have you included any of the following messages in promotional and publicity material? Please provide proof.

- |                                                                   |                                                                        |
|-------------------------------------------------------------------|------------------------------------------------------------------------|
| <input type="checkbox"/> Don't drink and drive                    | <input type="checkbox"/> Bags and eskies may be searched or restricted |
| <input type="checkbox"/> Public transport will be available       | <input type="checkbox"/> Organise a designated driver                  |
| <input type="checkbox"/> Water will be freely available           | <input type="checkbox"/> I.D. required to purchase alcohol             |
| <input type="checkbox"/> Look out for your friends and family     | <input type="checkbox"/> People who are intoxicated will not be served |
| <input type="checkbox"/> 'Wet' and 'dry' areas are both available | <input type="checkbox"/> Go to a 'chill-out' or rest area for help     |
| <input type="checkbox"/> Glass containers are not permitted       | <input type="checkbox"/> Food or snacks will be available              |
| <input type="checkbox"/> Other:                                   |                                                                        |

What is the ticketing process for the event? (e.g. tickets at gate, pre-sold tickets).

Will tickets inform patrons of important details relating to the event (including alcohol availability, behaviour expectations)? Provide a brief description of information on tickets. Please include a copy of the ticket here.

What will be included in the price of the ticket?

#### 4.4 Signage

Does the event publicity reinforce messages about safe drinking practices? Please attach copies/examples of signage.

- Yes  No

#### 4.5 Transport

Has a public transport plan been developed for the efficient movement of patrons?

Before the event

- Yes  No

During the event

- Yes  No

After the event

- Yes  No

Provide details of parking available at the venue?

List the departments or agencies that have been involved in developing this plan.

NAME	ORGANISATION

Write in the transport contingency plan for:

CANCELLATION:

DELAYED FINISH:

#### 4.6 Noise

List the provisions you have made to minimise and monitor the level of noise.

#### 4.7 Information Centre and Communication

Will an information centre be clearly identified and available to patrons at the event?

- Yes  No

Outline the systems and technologies that event staff, police, security and emergency service personnel will use to communicate with each other:

What systems and technologies will be in place for communicating with patrons?

#### 4.8 Food

Are high-quality, affordable and accessible food stalls available to patrons in the different venue areas (including licensed areas)?  Yes  No

What types of food will be available? (e.g. fast food, snacks, meals)

#### 4.9 Water

Is drinking water available (free of charge) to all patrons attending the event?

Yes  No

Is the location of the water clearly signed and marked on maps?

Yes  No

#### 4.10 Smoking (Please note UWA will be smoke free from January 1, 2012)

Will smoking be permitted in any areas?

Yes  No

Will signage be used to clearly indicate areas where smoking is not permitted?

Yes  No

#### 4.11 Lighting and Power

Has certification for lighting and power been obtained through the university?

Yes  No

Does the provision of lighting and power cater for emergencies?

Yes  No

#### 4.12 Waste

Number of Toilets: Male: WC's \_\_\_\_\_ Meters of Urinal: \_\_\_\_\_

Female: WC's: \_\_\_\_\_

Do you have sufficient bins to facilitate the amount of rubbish your event will make?

Yes  No

What bins will you be using?

#### 4.13 Entry and Exit Details

Complete the checklist to ensure that entrance and exit arrangements:

- Provide for supervision, marshalling and directing crowds
- Provide exit and escape routes
- Provide access for emergency services
- Have access for wheelchairs
- Separate walking and vehicular traffic
- Stagger entry times by providing supporting activities and entertainment
- Keep entries clear of all other activities
- Ensure barriers, fences, gates and turnstiles are suitable and sufficient
- Locate ticket sales and tick pick-up points in line with, but away from, entrances
- Provide sufficient and well-trained staff
- Ensure the control points for searches to exclude prohibited items such as glass, metal containers and weapons are in place and do not impede crowd movements
- Provide a secure area for the storage of confiscated goods
- Check placements and function of exit signs

Have event staff, security, police, transport authorities, local hotels and food outlets been informed of patron exit times?  Yes  No

### Section 5 | Health and Safety Issues

#### 5.1 Security

Has a security firm been contracted?  Yes  No

*If yes, provide details below:*

Company:

Contact person:

Contact number:

Contact email:

Licence/Accreditation details:

Number of personnel:

If no, describe security arrangements:

Event security will: Commence at:

Conclude at:

What security arrangements have been made for:

Cash:

Asset protection:

Crowd management:

Prohibited items:

## 5.2 1<sup>st</sup> Aid & Emergency Medical Services

*\* Please note all UWA security staff are trained in first aid and carry a defibrillator.*

Who is supplying the first aid service?

Start time:

Finish time:

Number of first aid personnel:

Number of first aid posts:

Are you aware of the required procedure for first aid or an emergency?

## 5.3 Emergency Procedures

What is the process to ensure that all event staff, security staff, police and emergency services will be informed of the emergency evacuation plan?

Who is the nominated person to authorise an evacuation?

Name:

Contact details during the event:

## Section 6 | Management of Alcohol

### 6.1 License / Permit Conditions

What arrangements have been made to notify the bar staff of the conditions of your occasional license or extended trading permits?

### 6.2 BYO and non-BYO events

Will the event be BYO?

Yes

No

Comments:

### 6.3 Responsible Service of Alcohol

How will you tell patrons about alcohol, including that alcohol will not be served to juveniles and intoxicated patrons? Please provide examples.

Event publicity

Ticketing

Other:

How will you inform event personnel, specifically bar and security staff, of their responsibilities under the *Liquor Licensing Act 1988*, and about the responsible service of alcohol and the penalties for offences committed?

Has the event manager or any other event staff completed RSA training?  Yes

No

If yes please list:

Name (first, last)	Date completed	Provider (e.g. UWA Health Promotion Unit)

How many staff will be serving/selling/supplying alcohol that do not hold an RSA Certificate?  
Please provide details:

#### 6.4 Juveniles

How will under-age patrons be identified?

#### 6.5 Beverage Options

What types of alcohol and non-alcoholic drinks will be available at the event and what will be the pricing structure? Note all alcohol should be listed here, even that which is donated to the event.

TYPE OF DRINK	QUANTITY	INDIVIDUAL SERVE	PRICE
<i>e.g. wine (white)</i>	<i>e.g. 15x750ml bottles</i>	<i>e.g. 180ml glass</i>	<i>e.g. \$6.50 per glass</i>

#### 6.6 Beverage Containers

What type of containers will be used to serve drinks?

#### 6.7 Trading Hours

What are the trading hours you would like to open? *Please note normal trading hours cease at midnight.*

#### 6.8 Alcohol Consumption Areas

How many alcohol dispensing and consumption areas will be available?

Dispensing areas:

Consumption areas:

How will the boundaries of consumption areas be defined?

### Section 7 | Compile a File

#### 7.1 Keeping Documents and Information

Has a filing system been established?

Yes

No

Who is responsible for maintaining the file?

## 7.2 Documents to be kept

Complete the following checklist to ensure that all the records are included in the file.

- |                                                                          |                                                                 |
|--------------------------------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> Event plan                                      | <input type="checkbox"/> Event program                          |
| <input type="checkbox"/> Details of committee members                    | <input type="checkbox"/> Site plan                              |
| <input type="checkbox"/> Stakeholders contacts                           | <input type="checkbox"/> Tickets                                |
| <input type="checkbox"/> Records of meetings                             | <input type="checkbox"/> Promotional material – posters, flyers |
| <input type="checkbox"/> Sponsorship letters/logos                       | <input type="checkbox"/> Quotes for services/products           |
| <input type="checkbox"/> Licenses/permits                                | <input type="checkbox"/> Contracts/Accounts                     |
| <input type="checkbox"/> Applications for licenses/permits               | <input type="checkbox"/> Emergency plan                         |
| <input type="checkbox"/> Inward correspondence (including faxes/emails)  | <input type="checkbox"/> Employment records                     |
| <input type="checkbox"/> Outward correspondence (including faxes/emails) | <input type="checkbox"/> Media releases/press articles          |

## section 8 | Event Audits

### 8.1 Event Audits

Events may be audited by UWA to ensure they comply with relevant University policies and state legislations.

I agree to comply in all respects with the conditions and regulations for organising and running an event both on and/or off the University Campus.

Event manager:

Date:

This form must be submitted to the Associate Director of Security and Parking at least 7 Days Prior to an event. Major events requiring an Occasional Liquor Licence must be lodged at least 4 weeks prior to the event.

Phone: 6488 1205

Fax 6488 1144

Emailed [garry.jones@uwa.edu.au](mailto:garry.jones@uwa.edu.au) (please scan and attach this form).

### Event Approval

This form must be submitted at least

- a.) 7 Days Prior to an event; or
- b.) 1 month prior for major events / events requiring an Occasional Liquor Licence

This form must be submitted to

- a.) The respective venue manager you are seeking permission from, and
  - b.) The Associate Director of Security and Parking
- (Phone: 6488 1205, Fax 6488 1144 or scan and email [garry.jones@uwa.edu.au](mailto:garry.jones@uwa.edu.au))

Consumption of alcohol on campus guidelines are located at: [http://www.fm.uwa.edu.au/about/policies/consumption\\_of\\_liquor\\_on\\_campus](http://www.fm.uwa.edu.au/about/policies/consumption_of_liquor_on_campus)