

SPECIAL EVENT CHECKLIST



Items:	Details:
Event details established	Location
	Date
	Time
	Event Coordinators
	Rough estimate of number of attendees
	Number of volunteers required
	Food & drinks at the event
	Equipment required to run the event, e.g P.A system
	Costs & budget
Risk Assessment	Risks acknowledged and addressed. Please refer to Statewide Mutual Training Module.
Grant application (if required)	Submit grant applications. Seek help off local Community Development Coordinator if need be.
Police notified, application submitted if need be.	Schedule 1 or Notice of Intention to Hold a Public Assembly.
Council application for approval of an event that impacts traffic. *Refer to Road Closures for Events under Warrumbungle Roads on Warrumbungle Shire Council's website for more information.	Letter to General Manager (event details & risk management plan).
	Transport Management Plan (if details aren't provided in the letter).
	Traffic Control Plan (if council assistance required, request in the letter).
	Public Liability (min \$20 million & Warrumbungle Shire Council listed as an interested party).
Licensing	For large events and for fireworks displays.
DA Application (if required)	For large structures at the event.
Section 68 application (if required)	For banners on/near public footpaths and for septic approvals in non-sewered areas.
Temporary Food Stall application	Site plan & copies of Food Safety Supervisor Certificate.
Water Quality Assurance Program	For events held at premises with private water supplies.
Promotion of the event through Council (after the above is complete)	Make contact with VIC
	Email posters: coonavic@warrumbungle.nsw.gov.au
	Submit event to website
	Email photo for Facebook post, with blurb
Tasks listed and finalised	Email event program (if large event) to assist with on-the-day enquiries
	Pre event (inform volunteers on their roles, waivers/disclaimers, etc.)
	Set up (facilities, accessibility, equipment hire, catering etc.)
	During event process (registration, money handling, contingency plan, etc.)
Post event evaluation	Pack up (how will this process be undertaken)
	Debrief on the event, including before, during and after the event and future improvements that could be made. Inform Council on evaluation, if need be, and if the event will go ahead again.