



GUIDE NO.2

event organiser's checklist

This Event Organiser's Checklist will walk you through this guide. The event checklist ensures you have attended to all of the requirements of running a successful and safe event. Please find below an example of a checklist that could be used for any event held within the City of Wagga Wagga.

Task	When	Responsible	Completed	More Info
PRE EVENT				
Planning				
12 Months				
Visit Council's website and view the Events Guide - www.wagga.nsw.gov.au/eventsguide				
Check what other events are on at the same time with the Visitor Information Centre				Guide 1 Page 4
Inform Council of event and gain approvals (if required) including: <ul style="list-style-type: none"> • Development Application for an Entertainment Venue/Events • Road closures • Permits (eg display of goods on footpaths) • Food and Drink permits 				Guide 5 Page 23 Guide 6 Page 33 Guide 7 Page 34 Guide 8 Page 41
Form the event organising committee and allocate roles and responsibilities				
Budget				
12 Months				
Prepare budget for event and monitor expenditure and income				
Bookings				
12 Months				
Guide 3 Page 9				
Book venue and city signage sites				
What can the venue provide				
Location - will people travel there, is there parking etc				
Availability, including access times to venue				
Programming				
10 Months				
Review/develop event objectives				
Develop event program				
Book performers, entertainment and Master of Ceremonies				
Send confirmation letters and pay deposits				
Permits & Licences				
10 Months				
Apply for any food permits required				Guide 8 Page 41
If using music, apply for APRA permit - www.apra.com.au				

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Apply for Road Closures				Guide 5 Page 23
Apply for Liquor Licence				Guide 8 Page 45
Apply for Street Permits eg street stalls, display of goods/street furniture etc				Guide 6 Page 33
Essential Services		10 Months		
Notify Police, Ambulance Service and Fire Brigade				Guide 5 Page 23
Traffic Management		10 Months		
Design traffic plan including: <ul style="list-style-type: none"> • Signage • Disabled parking • VIP parking • Pedestrian access • Marshals car-parking area • Entry and exit points • Lighting • Road closures • Promoting alternative transport 			Guide 6 Page 23	
Sponsorship & Grants		Ongoing		Guide 10 Page 47
Create sponsorship proposal - cash and in-kind				
Identify appropriate potential sponsors				
Deliver sponsorship packages and follow up within one week				
Use sponsor testimonials and always acknowledge sponsors				
Research, prepare and send relevant grant applications				
Marketing & Promotion		Ongoing		Guide 11 Page 49
Develop Marketing/Communication Plan				
Design promotional material, basic text and logo				
Distribute flyers/posters/brochures to the community				
Submit information to Wagga Wagga City Council and the Visit Wagga Wagga websites via www.wagga.nsw.gov.au/events				
Letter box drop to surrounding residents				
Submit event advertisement/media release/What's On to relevant outlets				
Design and/or update website				

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Risk Management	Ongoing			Guide 4 Page 16
Book first aid officers				
Conduct risk assessment involving all key stakeholders				
Create risk management plan				
Obtain relevant insurance and sent copies to Council if required				
Develop Contingency Plans - wet weather, low attendance etc				
Contractors	6 Months			
Order equipment eg stage, lighting, PA system etc				
Book portable toilets, fireworks, marquee, generators				
Book and confirm all contractors in writing				
Check insurance - public liability, staff, volunteers etc				
Vendors	6 Months			
Book vendors and confirm in writing: <ul style="list-style-type: none"> • Times of operators and venues • Request details of electrical requirements • Request copy of Certificate of Currency (insurance) • Application for temporary food premises permit 				
Ticketing and Invitations	4 Months			
Design tickets/invitations				
What's included in the price of the ticket?				
Distribute (tickets at gate, pre-sold, online etc)				
Collection of tickets/RSVP's				
Security for lost or stolen tickets				
Security Plan	4 Months			
Book security and two way radios				
Arrange crowd control				
Arrange cash security				
Site Preparation & Plan	4 Months			
Design plan of venue/event site including: <ul style="list-style-type: none"> • Plan to scale • Show North point • Area you propose to use • Indicate structures such as stage, bar, toilets etc • Streets binding the area 				

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• Fixed structures such as amenity blocks				
Cleaning and Maintenance Plan	2 Months			
Book toilet cleaners and extra paper and supplies if appropriate				
Clean up venue/mow lawn/ clear area of debris etc				
Organise garbage and recycling bins and waste removal				
Other	2 Months			
Organise volunteers and staff				
Prepare scripts or run sheets				
Organise awards/trophies/certificates				
Organise decorations				
ON THE DAY				
Gather staff and emergency services for full briefing				
Organise volunteer registration area and entertainers area				
Circulate contact list with mobile numbers to all staff/volunteers				
Confirm chain of command in case of emergency				
Distribute incident reporting method				
Conduct final rehearsal and sound check				
Brief Meeter/Greeter and Minder for VIPs				
Distribute event kit with essentials				
POST EVENT	Guide 12 Page 55			
Removal of all equipment and rubbish				
Thank you letters and reports to sponsors				
Thank you letters to staff, volunteers, performers				
Evaluation/debrief with key stakeholders				
Close off budget				
Hold a debrief session to look at ways of improving the event				
Prepare final report				
Claim the date for your next event				