



# Event Planning Checklist

Essential considerations for all Event Organisers

The following considerations are recommended by Council for a safe and successful event.

*This form is a checklist for event organiser use and does not need to be submitted; however Event Organisers may be asked to provide evidence of these steps for Council's consideration when assessing an application.*

<p><b>Accessibility</b> All Event Organisers should consider accessibility for people with disabilities. This may include, for example, assessing availability of ramps, disabled toilets, high-vis signage and large print maps.</p>		
<p>Have you considered accessibility to all services and facilities at your event?</p>	<p><input type="checkbox"/> Y <input type="checkbox"/> N</p>	<p>Organiser Notes:</p>
<p><b>Additional Toilets</b> Additional toilet arrangements must be in accordance with any liquor licence approval. You may also need to supply additional portable toilets/toilet blocks to cater for expected attendance at your event. It is the Event Organisers responsibility to ensure that an approved plumber and electrician are used to complete the installation of any additional toilet blocks.</p>		
<p>Will you be supplying additional portable toilets or toilet blocks?</p>	<p><input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> Disabled</p>	<p>Organiser Notes:</p>
<p><b>Amusement Rides</b> It is the Event Organisers responsibility to ensure that the correct <b>South Australian</b> accreditation paperwork has been supplied along with a copy of the operators' public liability insurance.</p>		
<p>Do you have the correct accreditation paperwork and public liability insurance certificate from service operators?</p>	<p><input type="checkbox"/> Y <input type="checkbox"/> N</p>	<p>Organiser Notes:</p>

<p><b>Emergency Services</b> It is recommended that all Event Organisers contact South Australian Police, CFS and SA Ambulance with information about events that could require additional services.</p>		
<p>Have you advised Emergency Services of your event?</p>	<p><input type="checkbox"/> SAPOL      <input type="checkbox"/> CFS <input type="checkbox"/> Ambulance   <input type="checkbox"/> Other</p>	<p>Organiser Notes:</p>
<p><b>Event Management, Risk Assessment and Emergency Response Plans</b> Event Organisers should develop comprehensive plans exploring responsibilities, risk aversion and contingencies well in advance of their event to help ensure the safest possible outcome for organisers and participants. Templates for these plans can be found in this Toolkit.</p>		
<p>Have you developed the appropriate plans for your event?</p>	<p><input type="checkbox"/> Event Management Plan <input type="checkbox"/> Risk Assessment Plan <input type="checkbox"/> Emergency Response Plan</p>	<p>Organiser Notes:</p>
<p><b>First Aid</b> Event Organisers will need to conduct their own risk assessment to determine whether First Aid is required (e.g. for small events it may be determined by Event Organisers that a First Aid Kit is sufficient; for larger events an official First Aid presence may be required).</p>		
<p>Will First Aid be available at your event?</p>	<p><input type="checkbox"/> Y   <input type="checkbox"/> N</p>	<p>Organiser Notes:</p>
<p><b>Indigenous Relations</b> The Adelaide Hills Council region lies across the traditional lands of the Kurna and Peramangk people. When planning an event, organisers should consider how it may be appropriate to involve indigenous leaders from the community in planning, and/or acknowledge traditional owners of the land during formalities.</p>		
<p>Have you considered ways in which to involve and/or acknowledge the indigenous community in your event?</p>	<p><input type="checkbox"/> Y   <input type="checkbox"/> N</p>	<p>Organiser Notes:</p>

<p><b>Licensed Music</b>  Playing licenced music at a public event requires an appropriate licence. Refer to <a href="http://www.apra-amcos.com.au">www.apra-amcos.com.au</a> for information on using licenced music.</p>		
<p>Have you considered that you may require an APRA Licence to use or play licenced music?</p>	<p><input type="checkbox"/> Y <input type="checkbox"/> N</p>	<p>Organiser Notes:</p>
<p><b>Lighting and power</b>  All electric appliances used at the event should be tagged and tested; it is the Event Organisers responsibility to ensure all suppliers also comply. Power cords crossing an access, footpath or road should be covered by a ramp or other safety device to prevent trip hazards.</p>		
<p>Have you confirmed that all electrical appliances are tagged and tested?</p>	<p><input type="checkbox"/> Y <input type="checkbox"/> N</p>	<p>Organiser Notes:</p>
<p>Have you assessed trip hazards and determined how to minimise these?</p>	<p><input type="checkbox"/> Y <input type="checkbox"/> N</p>	
<p><b>Personal Protective Equipment (PPE)</b>  All staff and volunteers should be provided with PPE relative to the event and their role. Examples of PPE include hats, sunscreen, sunglasses, drinking water, safety jackets, adequate clothing coverage.</p>		
<p>Have you arranged appropriate PPE for event staff and volunteers?</p>	<p><input type="checkbox"/> Y <input type="checkbox"/> N</p>	<p>Organiser Notes:</p>
<p><b>Promotions and Publicity</b>  Event Organisers are responsible (with their committees/teams) for the promotion and publicity of their event. Consider media releases to state and local media, as well as utilising local newsletters and social media platforms like Facebook and Twitter.</p>		
<p>What are the featured “selling points” of your event?  <i>These are the things media will want to know up front.</i></p>	<p>1) .....</p> <p>2) .....</p> <p>3) .....</p>	<p>Organiser Notes:</p>
<p>Have you identified your target audience? (e.g. families, 18yrs+, car enthusiasts etc)  <i>This will help you identify where to place your messaging</i></p>	<p><input type="checkbox"/> Y <input type="checkbox"/> N</p>	

<p><b>Public Communications</b> Public communications ensure that you are able to contact others in the event of an emergency and can include mobile phones, PA system, two-way radios etc.</p>		
<p>Have you organised public communications for staff and/or volunteers at your event?</p>	<p><input type="checkbox"/> Y <input type="checkbox"/> N</p>	<p>Organiser Notes:</p>
<p><b>Public Consultation</b> It is the Event Organisers responsibility to ensure that surrounding residents and businesses have been advised of the event and any potential impacts (e.g. noise, traffic etc)</p>		
<p>Have you advised surrounding residents and businesses of your event and the potential impacts on them?</p>	<p><input type="checkbox"/> Y <input type="checkbox"/> N</p>	<p>Organiser Notes:</p>
<p><b>Public Transport</b> If your event is likely to affect public transport routes or timing, the Event Organiser should contact the relevant public transport providers with information so they can adapt as required.</p>		
<p>Will your event create the need for extra public transport or affect the current public transport system?</p>	<p><input type="checkbox"/> Y <input type="checkbox"/> N</p>	<p>Organiser Notes:</p>
<p><b>Security</b> You may need to supply security for your event. Security arrangements must be in accordance with your liquor licence approval. It is the Event Organisers responsibility to ensure that security personnel have the relevant qualifications.</p>		
<p>Will you have qualified security personnel in attendance at your event?</p>	<p><input type="checkbox"/> Y <input type="checkbox"/> N</p>	<p>Organiser Notes:</p>

<p><b>Temporary Structures</b></p> <p>Temporary structures include portable staging, marquees, amusement rides or other constructions that will be erected for less than 30 days. If the structure will be in place for longer than 30 days, you will require Development Approval. If you are using staging and rigging structures over one metre high you will need to notify SafeWork SA. Refer to <a href="http://www.safework.sa.gov.au">www.safework.sa.gov.au</a> for more information.</p>		
Will you have any structures in place for over 30 days?	<input type="checkbox"/> Y <input type="checkbox"/> N	Organiser Notes:
Have you identified any temporary structures over one metre in height?	<input type="checkbox"/> Y <input type="checkbox"/> N	
<p><b>Working with children</b></p> <p>It is the Event Organisers responsibility to ensure that all staff and volunteers who will be involved in activities or facilities for children have undergone the necessary accreditation and police checks.</p>		
Do staff and volunteers working with children have the appropriate accreditation?	<input type="checkbox"/> Y <input type="checkbox"/> N	Organiser Notes:
<p><b>Volunteers</b></p> <p>It is the Event Organisers responsibility to ensure that volunteers are covered by insurance and receive adequate training and induction for their role, and that you are in compliance with the Volunteer Protection Act SA 2001 and Regulations.</p>		
Are you in compliance with the Volunteer Protection Act SA 2001 and Regulations?	<input type="checkbox"/> Y <input type="checkbox"/> N	Organiser Notes: