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APPENDIX 9

**Event Planning Checklist**

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| **Event:** |  |
| Event Name: |  |
| Day & Date Of Event: |  |
| Event Contact: |  |
| Venue: |  |
| Outside Venue: |  |
| Reticulation: | Contact: |
| Time: |  |
| Event: | Set Up: Break Down: |
|  |  |
| **Sponsors & Partner** |  |
| Event Partners: |  |
| Event Sponsors: |  |
|  |
| Event Banners |  |
| Event Banners | Booked: Pick Up Date: |
| Grant Applications: | Due date: |
| Logos |  |
| Promotional give aways: |  |
| Government Flags: | Ordered: Pick Up Date: |
|  |  |
| Guests & Invitations |  |
| Guest list: |  |
| RSVP Date: |  |
| Invitations |  |
| Invitations Sent: |  |
| Note RSVP special requirements |  |
| Follow up on non-respondents |  |
| Registration list |  |
| Name Tags |  |
| Speakers: |  |
| Guest Speakers: | Confirmed: |
| Internal Guests: |  |
| External Guests: |  |
| VIP Guest: |  |
| Master Of Ceremonies: |  |
| Table Plan: | Seating Plan: |
| Easel for Table Plan: |  |
|  |  |
| **Awards & Prizes:** |  |
| Presenter: |  |
| Briefing for presenter: |  |
| Gift: | Plaque / Trophy: Certificate:  Gift:  Engraved: |
|  |  |
| **AV Equipment:** |  |
| AV Equipment: | Projector & Screen: Microphone & Lectern:  PA System: Lap Top: |
| IT Booked: |  |
| Extra Power: |  |
| Stage: |  |
| Set Up |  |
| Tables & Chairs: |  |
| Bar: |  |
| Displays: |  |
| Signage : |  |
| Registration desk: |  |
|  |  |
| **Catering** |  |
| Catering Contact: |  |
| Menu Cost: |  |
| Menu Style: | Cocktail: Set:  Buffett: BBQ: |
| Onsite Kitchen facilities: |  |
| Food Stalls: |  |
| Staff for serving: |  |
| Equipment Requirements: |  |
|  |  |
| **Beverage:** |  |
| Beverage Contact: | Supplier: |
| Beverage PU date: |  |
| Beverage Menu: | Champagne: Wine:  Beer: Soft Drinks:  Hot Beverages: Water: |
| Ice: |  |
| Ice Buckets: |  |
| Coffee Station | Urn: Coffee percolator:  Tea Box: Milk Jugs:  Labels: Dustbin: |
| Staff for serving: |  |
| Ages: | 18+: U18: |
|  |  |
| **Equipment:** |  |
| Tables: | Rego Table: Promotional Table:  Coffee Station: Cold Beverage:  Awards: Display:  Dining: Cocktail Table: |
| Chairs:nt:tables,ensed areas etc BBQ: Set: |  |
| Eskies: |  |
| Crockery: Plates |  |
| Crockery: Cups & Saucers |  |
| Cutlery: |  |
| Glassware: | Champagne: Wine:  High Ball: |
|  |  |
| **Décor:** |  |
| Centre pieces for tables: |  |
| Venue: | Flowers: Plants:  Lighting: |
| Art Work: |  |
|  |  |
| **Linen:** |  |
| Linen: | Ordered: Rounds: Square: Trestle:  Napkins: |
| Pick Up date: |  |
| Linen Supplier: |  |
| Table Runners: | Chair Bows: Table Runner: |
| Colour: | Table Cloth: Table Runner:  Chair Bow: |
| **Entertainment & Performers** |  |
| Genre: | Band: Solo: DJ:  Comedy: |
| Booked: | Contract Signed: |
| Travel: |  |
| Accommodation: |  |
| Performance time: |  |
| Performers Requirements: |  |
| Equipment Requirements: |  |
| U18 / school performers: |  |
| Background music | IPOD: |
|  |  |
| **Marketing & Media** |  |
| Program: | Graphic Designer: Printed: |
| Quantity: | Deadline: Delivery: |
| Media: | External: Club: |
| Media Release: |  |
| Follow Up Media Release: |  |
| Marketing: |  |
| Staff: |  |
| Event Record: | Photography: Filmed: |
| Website: |  |
| Online Calendars: |  |
| Identify Message: |  |
| Media spokesperson: |  |
| Publicity plan: advertising, community announcements, releases, launches |  |
|  |  |
| **Signage** |  |
| Promotional and directional |  |
| Signs to amenities: toilets, water |  |
| Is a map required/recommended? |  |
| Disabled: | Toilets: Exits: |
| Legal: | Fire Exits: First Aid: |
|  |  |
| **Security** |  |
| Is security required: |  |
| How many: |  |
| Quotes: |  |
| Times Needed: | 24hrs: |
| Contract Signed: |  |
| **Insurance** |  |
| Staff and volunteers |  |
| Venue |  |
| Event insurance |  |
| Risk management plan |  |
| **Staff** |  |
| Volunteers: |  |
| Uniforms: |  |
| Training: |  |
| Task list given: |  |
| Staff Information: | Duties: Rosters: |
| Set Up & Break Down: |  |
| Food |  |
| Beverage: |  |
| Registration Table: |  |
| Administration: |  |
| Parks & Gardens: |  |
| Marquee Location |  |
| Reticulation Markings |  |
| Water Off |  |
| **Financial:** |  |
| Budget: | $ |
| Total Cost: |  |
| Staff: | $ |
| Venue: |  |
| Stationery: |  |
| Gifts: |  |
| Welcome to Country: |  |
| AV Equipment: |  |
| Catering: |  |
| Beverage: |  |
| Equipment Hire: |  |
| Décor: |  |
| Linen: |  |
| Travel: |  |
| Accommodation: |  |
| Entertainers, Performers, Speakers: |  |
| Media: |  |
| Promotional & Marketing |  |
| Advertising: |  |
| Security: |  |
| Insurance: |  |
| Permits: |  |
| Miscellaneous: |  |
| **Permits:** |  |
| Liquor Licence / Permit: |  |
| Function Permit: |  |
| Event Permit: |  |
| OHS Plan: |  |
| Risk Assessment: |  |
| Site Plan: |  |
| Road closure permit: |  |
| Food stall permit |  |
| Temporary Trade Permit: |  |
| Noise Permit (Council) |  |
| Fireworks permit |  |
| Permit to broadcast music publicly | APRA: |
| Photography Release form: |  |
| School performers forms: |  |
| Safety Audit: |  |
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| **Back-up plans** |  |
| Emergency services notified | Police: Ambulance: FESA: |
| Weather contingency |  |
| Evacuation Plan: |  |
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| **Acknowledgements:** |  |
| Staff & Volunteers: | Club: External: |
|  |  |
| Sponsors: |  |
| Participants: | Stall Holders: Performers:  Guest Speakers: MC: |
| **Evaluation** |  |
| Comments sheet for staff |  |
| Feedback sheet for participants |  |
| Debrief |  |
| Evaluation Report |  |
| Grant Acquittal: |  |
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| **Key Contact List:** |  |
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