**Event Planning Checklist **

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| **Event**  |
| **Event Information:** |  |
| Event Name: |  |
| Day & Date Of Event: |  |
| Event Contact: |  |
| Venue: |  |
| Time: |  |
| Attendance: |  |
| Rooms required: |  |  |  |
| **Sequence of Events: (SOE)** | **Information:** | **Whom:** |
| Sequence of Service: |  |  |
|  |  |
|  |  |
| **Event Participation** |
|  Invitations:  |  |
| Create Invitations: |  |  |
| Create Guest List: |  |  |
| VIP Guest List: |  |
| CGG Calendars | Mayor: CEO: Council: Execs: |
| RSVP special requirements: |  |
| Follow up on non-respondents: |  |
| Registration list: |  |
| Protocols: |  |
| Mayor Briefing Notes: |  |
| Elder: |  |
| **Speakers, Performers & Entertainment:** |  |  |
| Genre: | MC:Solo Artist:Duo:Band:IPOD: | Key Note Speaker:Comedian:DJ:U18 / school: |
| Performance Contracts Signed: |  |
| Performance time: |  |
| Retainer: |  |
| Travel: |  |
| Accommodation: |  |
| Tech Specifications Developed: |  |
| Seating Plan: |  |  |
| Easel for Table Plan: |  |
| **Artists Space** |  |
| Furniture | Lounger, table, chairs |
| Mini Bar | Water, Fruit Juice, Ice tea |
| Snacks |  |
| Marketing | Programme, T-shirts, CD’s |
| **Community Engagement:** |  |
| Local MP’s |  |
| Key Stakeholders |  |
| EOI’s |  |
| Stall Vendors |  |
| Volunteers |  |
| **Communication** |
| **Marketing & Media:** | **Information: Status:** |
| Marketing Checklist: |  |  |
| Marketing Approved by: |   |   |
| Media Release Dates: |  |  |
| Media Spokesperson: |  |  |
| Marketing Plan: |  |  |
| Social Media Schedule: |  |  |
| Poster:Designer:Distribution:Completion:  |  |  |
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|  |  |
| Programme:Final Programme:Print ProgrammeQuantity:Deadline:Delivery:Welcome Pack: |  |  |
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| CGG Marketing: | Website:  | Paper: | Social Media: | Internal: |
| GVC:  | Guardian: | CGG FB | A1 Boards: |
| CGG:  | TAGG: | CGG Twitter: |  |
|  | MWT: |  |  |
| External Marketing: | GWN: WA Tourism: Event Nation: | Radio:Spirit FM: ABC: Radio Mama: | Everything Geraldton: Love Geraldton:Scene Geraldton: |
| Banners: |  |  |
| Pull Up Banners |  |  |
| Mall Banners: | Created: | Completed: |
| Application: | Completed: |
| **Sponsors & Logos:** |  |
| Event Partners: |  |
| Event Sponsors: |  |
| Logos: |  |
| Access Logo’s:  | http://www.aarts.net.au/uploads/images/symbols/telvol-n.jpghttp://www.aarts.net.au/uploads/images/symbols/tty-n.jpgClosed Captioning logoAudio Description symbolAssistive Listening Systems symbolLarge PrintSign Language Interpretation symbolWheelchair access symbol |
| Lectern Signage: | Printed:  | SOE attached: |
| **Infrastructure** |
| **Site Set Up** |  |
| Reticulation: | Off: | On: |
| Park Maintenance: |  |
| ACROD Access: |  |
| Venue Equipment: |  |
| Tables: | Trestles:  | Rounds:  |
| Chairs: |  |
| Panels to create spaces: |  |
| Power Points: |  |
| **Audio Visual (AV):** | **CGG** |
| Audio: |  |  |
| Sound: |  |  |
| AV Manager: |  |  |
| Tech Specs Sent: |  |  |
| Risers: |  |  |
| **Power:** | **CGG** |
| Generators: |  |
| Tower Light: |  |
| Distribution Boards: |  |
|  |  |
| CGG Stores: |  |
| Trailer Cage: |  |
| Traffic Cones: |  |
| Tables: |  |
| Chairs: |  |
| **Marquees:** | **Size: CGG: Other:** |
| Event Staff: |  |  |   |
| Sound Desk: |  |  |  |
| First Aid: |  |  |  |
| Security & Police: |  |  |  |
| Information: |  |  |  |
| Merchandise: |  |  |  |
| Stall Vendors: |  |  |  |
| Racers: |  |  |  |
| Stakeholders:  |  |  |  |
| Marquee Locations: | Map Provided: | Received: |
| **Traffic Management:** |  |
| Traffic Management Company: |  |
| Contact: |  | E: |
| Locality: |  |
| Traffic Management Plan: |  |
| Road Closure Application Form: |  |
| Letter To Residents/ Business: |  |
| Public Notice: | CGG:  | Newspaper:  | Library:  | GVC: | EG: |
| Parking Bays: | Access: | Restricted: | Staff: | Stalls: |
| Zones: | Bus: | Taxi: | Drop Off: |
| Parking Permit List: |  |
| Surrounding Car Parks: |  |
| Event Signage: |  |
| Parking Permit List: |  |
| **Public Bus Service**  |  |
| Bus Company: |  |
| Bus Routes: |  |  |  |  |  |
| Shuttle Times: |  |  |  |  |  |
| Bus Stop Identification: |  |  |  |  |  |
| 1 Person per stop: |  |  |  |  |  |
| **Toilet Management:** |  |
| Company: |  |
| Contact Person |  | E: |
| Additional Toilets: |  |
| Access Toilets: |  |
| Cleaning Roster: |  |
| **CGG Bins & Sanitation:** |  |
| 240l Green wheelie bins |  |
| Skip Bins |  |
| Delivery  | Wheelie: | Skip: |
| Service: | Wheelie: | Skip: |
| Collection: |  |  |
| **Security:** |  |
| Company: |  |
| Name: |  | E: |
| Requirements: | Security: | Static: | Crowd Control: |
| How many: | Security: | Static: | Crowd Control: |
| Times Needed: |  |
| Location: |  |
| Confirmed: |  |
| Travel Requirements: |  | Check: travel  |
| **Signage:** |  |
| Promotional and directional  |  |
| Signs to amenities: toilets, water  |  |
| Map required: |  |
| Disability access: | Toilets:  | Exits: |
| Legal: | Fire Exits:  | First Aid: |
| **First Aid:** |  |
| Company |  | Confirmed: |
| Ambulance: |  |
| Paramedic: |  |
| Officers: | St John: | Volunteers: |
| **Fire Extinguishers:** |   |
| Company |  |  |
| C02 | 4.5kg |  |
| BE Dry Chemicals | 4.5kg |  |
| Fire Blankets | 3m |  |
| **Travel & Accommodation:** |
| **Accommodation:** |  |
| Hotel Name: |  |
| Number of nights: |  |  |
| Number of rooms: | Queen: | VIP: |
| Confirmed: | Check in:  | Check Out: |
| Food & Beverage Voucher | Quantity: | Value: |
| Welcome Pack: | Quantity: | Delivered: |
| **Travel:** |  |
| Air Flights | Quantity:  | Confirmed: |
| Extra Luggage: |  |  |
| Hire Car / Taxi | Company: | Contact: |
| Pick Up: | Drop Off: |
| Mini Bus / Coach: | Company: | Contact: |
| Pick Up: | Drop Off: |
| Fuel Reimbursement: |  |
| **Security Travel requirements:** |  |
| Quantity: |  |  |
| Air charter: |  |  |
| Shuttle Bus Company: |  |  |
| Shuttle Bus : | Pick Up: | Drop Off: |
| Secure Room: | Office: | Lunch: |
| Meal Allowance: |  |  |
| **Performers Travel requirements:** |  |
| Quantity: |  |
| Hire Car: |  |
| Taxi: |  |
| **Hospitality** |
| **Catering :** |  |
| Catering Contact: |  |
| Menu Cost: |  |
| Menu Style: |  |
| Onsite Kitchen facilities: |  |
| Staff for serving: |  |
| Registered with City: |  |
| **Beverage:** |  |
| Beverage Contact: |  |
| Bar Stocked: |  |
| Letter to Water Corp: |  |
| Collection of Water: |  |
| Distribution of Water: |  |
| Glassware: |  Champagne: | High Ball: |
|  Wine: | Water: |
| **Catering Equipment:** |  |
| Eskies: |  |
| Plates: |  |
| Cups: |  |
| Cutlery: |  |
| Urns: |  |
| Cool Room: |  |
| **Décor:** |  |  |
| Centre pieces for tables: |  |  |
| Venue: | Flowers: Plants: | Lighting: |
| Art Work: |  |  |
| Lighting: |  |  |
| **Linen:** |  |  |
| Linen: | Ordered: Rounds: Trestle:  | Napkins:Square:  |
| Pick Update: |  |  |
| Linen Supplier: |  |  |
| Table Runners: | Chair Bows:  | Table Runner: |
| Colour: | Table Cloth: Table Runner: | Chair Bow: |
| **Staffing:** |
| CGG Staff |  |  |  |  |
|  |  |  |  |
| Volunteers: |  |  |  |  |
|  |  |  |  |
| Uniforms: |  |
| Induction: |  |
| Task Lists developed: |  |
| Staff Information: | Duties: | Rosters: |
| Roles: | Pre: | Set Up: | During: |
| Post: | Buses: | Bump Out: |
| Food Service Roster: | Food Service Roster: |
| Beverage Service Roster: | Beverage Service Roster: |
| Event Service Roster: |  |
| **Financial:** | **CGG GL Code:**  |
| Budget: | See Budget Forecast |
| Total Cost: |  |
| Staff Costs: |  | GL sent: |
| Grant Applications: |  |  |
|  |  |
| **Administration** |
| **Legal Requirements:** |  |
| Event Approval: |  |
| Noise Permit: |  |
| PPA License: |  |
| Electrical Compliance: | Stage: | Stalls: |
| MOU: |  |
| Risk Management Plan: |  |
| Event Management Plans: | Evacuation: | Access: |
| Road Closure Application: |  |
| CGG Events Application: |  |
| Consent to Consume Alcohol |  |
| Occasional License: |  |
| Site Maps | Site: | Stakeholders: | Stalls: | Power: |
| Toilets: | TMP: | Marquee: | Bins: |
| Event Application Form |  |
| Volunteer Insurance: |  |
| Event Insurance: |  |
| Emergency services notified : | Police: FEESA:Veterinary: | Ambulance: Hospitals:SES:  |
| Weather contingency : |  |
| Evacuation Plan |  |
| **Internal Forms:** |  |
| Calendar Booking: | Health | G&R | Parks | Depot | Waste | Sanitation |
| Minutes/ Agenda Meetings: |  |
| Briefing Note: |  |
| Requisitions: |  |
| Admin Support: |  |
| Registration Table: |  |
| Marketing Template: |  |
| Mall Banner Booking: |  |
| CGG Banner Booking: |  |
| Customer Service Boards: | A1 |
| IT Support: |  |
| FBT: |  |
| **Post Event:** |
| **Acknowledgements:** |  |
| Staff & Volunteers |  |
| Sponsors: |  |
| In Kind: |  |
| Participants: | Stall Holders: Performers: | Guest Speakers: MC: |
| **Participants:** |  |
| Evaluation Report:  |  |
| Grant Acquittal: |  |
| **CGG Key Contact:** | **Role:** | **Mobile:** |
| Joanne Panter | joannep@cgg.wa.gov.au | Events |
| Sierah Lemmon | sierahl@cgg.wa.gov.au | Events |
| Brad Worth | bradw@cgg.wa.gov.au | QPT Tech |
| Ian Turner | iant@cgg.wa.gov.au  | Depot |
| Morne Hattingh | morneh@cgg.wa.gov.au  | Waste & Sanitation |
| Graham Smith | grahams@cgg.wa.gov.au | Parks |
| Dave Simms | daves@cgg.wa.gov.au  | Reticulation & Grounds Marking |
| Rebecca Tuesley | rebeccat@cgg.wa.gov.au | Visitors Centre  |
| Environmental Health | environmentalhealth@cgg.wa.gov.au | Health, Rangers, Parking, Food |
| Corporate Comms | corporatecommunications@cgg.wa.gov.au  | Marketing & Media  |
|  | Police |  |
|  | Security |  |
|  | Traffic Control |  |

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| **Task List** |
|  | Whom | Notes |
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