**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: | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | |
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| **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 Programme  Quantity:  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](mailto:joannep@cgg.wa.gov.au) | | | | | | | | | | | | | | | | | | | | | | | | | | | Events | | | | | | | | | | | | | | | | | | | | | |
| Sierah Lemmon | [sierahl@cgg.wa.gov.au](mailto:sierahl@cgg.wa.gov.au) | | | | | | | | | | | | | | | | | | | | | | | | | | | Events | | | | | | | | | | | | | | | | | | | | | |
| Brad Worth | [bradw@cgg.wa.gov.au](mailto:bradw@cgg.wa.gov.au) | | | | | | | | | | | | | | | | | | | | | | | | | | | QPT Tech | | | | | | | | | | | | | | | | | | | | | |
| Ian Turner | [iant@cgg.wa.gov.au](mailto:iant@cgg.wa.gov.au) | | | | | | | | | | | | | | | | | | | | | | | | | | | Depot | | | | | | | | | | | | | | | | | | | | | |
| Morne Hattingh | [morneh@cgg.wa.gov.au](mailto:morneh@cgg.wa.gov.au) | | | | | | | | | | | | | | | | | | | | | | | | | | | Waste & Sanitation | | | | | | | | | | | | | | | | | | | | | |
| Graham Smith | [grahams@cgg.wa.gov.au](mailto:grahams@cgg.wa.gov.au) | | | | | | | | | | | | | | | | | | | | | | | | | | | Parks | | | | | | | | | | | | | | | | | | | | | |
| Dave Simms | [daves@cgg.wa.gov.au](mailto:daves@cgg.wa.gov.au) | | | | | | | | | | | | | | | | | | | | | | | | | | | Reticulation & Grounds Marking | | | | | | | | | | | | | | | | | | | | | |
| Rebecca Tuesley | [rebeccat@cgg.wa.gov.au](mailto:rebeccat@cgg.wa.gov.au) | | | | | | | | | | | | | | | | | | | | | | | | | | | Visitors Centre | | | | | | | | | | | | | | | | | | | | | |
| Environmental Health | [environmentalhealth@cgg.wa.gov.au](mailto:environmentalhealth@cgg.wa.gov.au) | | | | | | | | | | | | | | | | | | | | | | | | | | | Health, Rangers, Parking, Food | | | | | | | | | | | | | | | | | | | | | |
| Corporate Comms | [corporatecommunications@cgg.wa.gov.au](mailto:corporatecommunications@cgg.wa.gov.au) | | | | | | | | | | | | | | | | | | | | | | | | | | | Marketing & Media | | | | | | | | | | | | | | | | | | | | | |
|  | Police | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
|  | Security | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
|  | Traffic Control | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |

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