

# Safer Celebrations

## A planning guide for event managers

### 3. Consultation with key stakeholders

#### 3.1 Consultation register

List the names of individuals and organisations you have consulted with in planning for this event

STAKE HOLDER	CONTACT NAME	TELEPHONE
NSW POLICE		
LOCAL COUNCIL		
NSW_AMBULANCE SERVICE		
St JOHN AMBULANCE		
NSW STATE EMERGENCY SERVICE		
HIRE COMPANY		
SECURITY PERSONNEL		
GAMING AND RACING/LICENSING COURT		
LOCAL HOTELS		
LOCAL BUSINESSES		
NSW DEPARTMENT OF TRANSPORT		
CITYRAIL		
RTA		
MEDIA		
BUS COMPANY		
TAXI COMPANY		
BEVERAGE SUPPLY COMPANY		
OTHER		

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### 3.2 Planning meeting

A planning meeting (before the event) will be conducted with the key stakeholders on \_\_\_\_\_ (Date) \_\_\_\_\_ (Time) at \_\_\_\_\_ (Venue)

### 3.3 Briefing- before event

A briefing (immediately before the event) will be conducted with the key stakeholders on \_\_\_\_\_ (Date) \_\_\_\_\_ (Time) at \_\_\_\_\_ (Venue)

### 3.4 Debriefing- after event

A debriefing (after the event) will be conducted with the key stakeholders on \_\_\_\_\_ (Date) \_\_\_\_\_ (Time) at \_\_\_\_\_ (Venue)

Records or minutes of these meetings will be available

- Yes
- No

If available, contact person

\_\_\_\_\_

### 3.5 Consultation log

What is the process for recording the contact with various stakeholders?

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