

# Safer Celebrations

## A planning guide for event managers

### 4. Planning for the event

#### 4.1 Select a venue

Describe any modifications or special temporary structures being added to the venue for this event

---

---

In what way will access to the site need to be modified for the duration of the event (eg. road closures)

---

---

#### 4.2 Site plan

Tick the checklist for your site plan and include an explanation of why any items are not included. Ensure that your site plan clearly shows the location of:

- The surrounding areas
- All entrances and exits
- Emergency access routes
- Paths used by vehicles
- Paths for pedestrians only
- Parking
- Stage location
- Seating arrangements
- Entertainment sites
- Security and police locations
- First aid posts
- 'Chill out' areas (safe, quiet rest areas)
- Lost kids/property
- Drinking water sites
- Food/vendors/stalls
- Boundary of the licensed area (if a liquor licence is required)

# Safer Celebrations

## A planning guide for event managers

- Liquor outlets
- Approved liquor consumption areas
- Non-alcohol (dry) areas
- Toilet facilities
- Communication centre/command post
- Fire extinguishers
- Refuse containers
- Public telephones
- Media points (radio and TV)

### **Attach a copy of your site plan here**

The site plan should be photocopied and circulated to all stakeholders

### **4.3 Event promotion and ticketing**

What is the focus or purpose of the event (eg. family fun, sporting contest, musical entertainment)

---

---

How is this explained in the promotion and publicity for the event?

---

---

Where is the event to be publicised and promoted? (eg. radio, posters, print media)

---

---

Does the event promotion and publicity reinforce messages about safe drinking practices?

- Yes
- No

# Safer Celebrations

## A planning guide for event managers

Have you considered including any of the following messages in promotional and publicity material? (Tick all messages included)

- Don't drink and drive
- Public transport will be available
- Organise a designated driver
- I.D. will be required to purchase liquor
- People who are intoxicated will not be served alcohol
- People who are intoxicated will not be admitted into the event
- Bags and eskies may be searched or restricted
- Glass containers are not permitted
- Water will be freely available
- Look out for your friends, mates and family
- 'Wet' and 'dry' areas are both available
- Go to a 'chill-out' or rest area for help
- Food or snacks will be available

What is the ticketing process for the event? (eg. tickets at gate, pre-sold tickets)

---

Will tickets inform patrons of important details relating to the event (including alcohol availability, behaviour, expectations)?

---

Provide a brief description of information on tickets and/or attach a copy of the ticket here.

---

---

---

What is to be included in the price of the ticket?

---

---

---

# Safer Celebrations

## A planning guide for event managers

### 4.4 Signage

Is all the appropriate signage required by the liquor laws available?

- Yes
- No

Does the event publicity reinforce messages about safe drinking practices?

- Yes
- No

### 4.5 Transport

Has a public transport plan been developed for the efficient movement of patrons?

#### Before event

- Yes
- No

#### During Event

- Yes
- No

#### After event

- Yes
- No

Provide details of parking available at the venue:

---

---

List the departments, councils, and/or agencies that have been involved in developing this plan:

Name		Organisation	
Name		Organisation	
Name		Organisation	
Name		Organisation	

# Safer Celebrations

## A planning guide for event managers

Write in the contingency plan for:

Cancellation

---

---

Delayed finish:

---

---

### 4.6 Noise

List the provisions you have made to minimise and monitor the level of noise

---

---

---

---

### 4.7 Weather

Detail the contingency plans in case of bad weather

---

---

### 4.8 Information centre and communication

Will an information centre be clearly identified and available to patrons at the event?

- Yes
- No

Outline the systems and technologies that event staff, police, security and emergency service personnel will use to communicate with each other.

---

---

---

---

# Safer Celebrations

## A planning guide for event managers

What systems and technologies will be in place for communicating with patrons?

---

---

### 4.9 Food

Are high quality, affordable and accessible food stalls available to patrons in the different venue areas (including licensed areas)?

- Yes
- No

What types of food will be available (eg. fast food, snacks, meals)

---

---

### 4.10 Water

Is drinking water (free of charge) available to all patrons attending the event?

- Yes
- No

Is the location of water clearly signposted and marked on maps?

- Yes
- No

### 4.11 Lighting and power

Has certification for lighting and power been obtained through the local authority?

- Yes
- No

Does the provision of lighting and power cater for emergencies?

- Yes
- No

# Safer Celebrations

## A planning guide for event managers

### 4.12 Toilets

What is the expected number of patrons? \_\_\_\_\_

How many toilets will be provided?

\_\_\_\_\_ Male  
\_\_\_\_\_ Female  
\_\_\_\_\_ People with disabilities

### 4.13 Entry and exit details

Complete the checklist to ensure that entrance and exit arrangements:

- Provide for supervision, marshalling and directing crowds
- Provide exit and escape routes
- Provide access for emergency services
- Have access for wheelchairs
- Separate walking and vehicular traffic
- Stagger entry times by providing supporting activities and entertainment
- Keep entries clear of all other activities
- Ensure barriers, fences, gates and turnstiles are suitable and sufficient
- Locate ticket sales and ticket pick-up points in line with, but away from, entrances
- Provide a secure area for storage of confiscated goods
- Check placement and function of exit signs

Have event staff, security, police, transport authorities, local hotels and food outlets been informed of patron exit times?

- Yes
- No

### 4.14 Waste Disposal

Is there council requirement for the disposal of rubbish, including rubbish which can be recycled?

- Yes
- No