

Event Planning Guide



Step by step processes for planning, organizing & delivering community events

February 2026

Introduction

Alice Springs Town Council's vision is for a vibrant and growing community that embraces its diverse cultural heritage, unique identity and desert living environment. Alice Springs hosts a range of successful events, and behind every successful event lies excellent planning and management.

Alice Springs Town Council (ASTC) aims to position the Alice Springs municipality as an inclusive and diverse event destination with an engaging year-round calendar of events. Currently there are over 650 events held annually within ASTC's boundaries, including major sporting events and festivals, food and artisan markets, community, and multicultural events. These events not only provide significant economic benefits and opportunities for social inclusion to the region, but they also highlight Alice Springs as a vibrant place to live and visit.

This Event Planning Guide offers advice and recommendations on how to plan and deliver a successful event that is compliant with ASTC's local by-laws, current industry regulations, and legislation. We aim to host and hold events that are safe, inclusive, and accessible to all members of our community.

To aid in the delivery of local events, ASTC offers a range of grants, sponsorship, and in-kind support. Please see the ASTC Community Support & Funding Guidelines [here](#) for more information.

Acknowledgment of Country- Alengke areme Apmere

Alice Springs Town Council acknowledges the Central Arrernte People, the traditional owners, and custodians of Mparntwe/Alice Springs, and pays respect to their Elders: past, present, and future.

Mparntwe Town Council-le alengke areme tyerrtye Mpwepe Arrernte mape, apmere Mparntweke atweye mape itne alengke areme arrkwelenge, lyeyenge ante Ingwethe ap etye apetyame mape.

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Planning

In the initial planning stages of an event it is important to work out all the elements that will contribute to the overall experience – who, what, where and when. It is important to estimate how many attendees you are expecting as this helps gauge the scope of your event and is central when choosing a venue.

It is critical to start planning early. Some events, like Council’s Christmas Carnival, are in planning three months in advance, and for bigger events, like Parrtjima – A Festival in Light, planning begins up to a year in advance. Take note of key dates for grants and sponsorship applications, as these usually undergo a lengthy approval process and/or are only open for a limited time.

When setting a date for your event, it is important to:

- Allow sufficient lead-time
- Check availability of your team, volunteers, speakers, band members, VIPs
- Check for clashing events on ASTC’s online Community Calendar, Tourism Central Australia Calendar, or Red-Hot Arts Events Calendar
- Consider collaborating with other events. For example: small events on church lawns, Todd Mall Sunday Markets, Night Markets, or other local events
- Plan for bump-in (time it takes to set up event) and bump-out (time it takes to return venue to *as you found it*). Remember to organize staff/volunteers for this time too!
- Research to see if your event is during school holidays, public holidays, religious holidays

<p>Who is your target audience?</p> <ul style="list-style-type: none"> ○ All ages ○ Kids ○ Youth / Teens / Under 18s ○ Young Adults / 18+ ○ Adults ○ Seniors ○ A specific demographic 	<p>What type of event is it?</p> <ul style="list-style-type: none"> ○ Activities ○ Entertainment ○ Outdoor / Indoor ○ Licensed event / BYO or alcohol free ○ Tickets, door sales, fundraisers, or free community event
<p>Where am I holding it?</p> <ul style="list-style-type: none"> ○ Venue ○ Amenities ○ Access ○ Permits and permissions required ○ Capacity ○ Weather contingency 	<p>When are we having it?</p> <ul style="list-style-type: none"> ○ Day ○ Date ○ Time of day ○ Time of the year and weather conditions ○ Other events at that time

Stakeholders

It is imperative to identify all authorities/organizations, government, and non-government agencies, who may have a vested interest, role to play, or contribute to make to the success of the event. Identify stakeholders as early as possible – it is recommended to cast a wide net of inclusivity when identifying these individuals and groups.

Omission of a key stakeholder in early discussions may affect the timing and other critical aspects of the event when or if they eventually learn of the event

Key stakeholders involved in the event may include:

- Alice Springs Town Council
- Northern Territory Police
- Environmental Health
- First Aid Provider
- Fire Services
- Lhere Artepe Aboriginal Corporation (Registered Native Title Body Corporate)
- NT Liquor Licensing
- Security Contractor
- Transport Operators
- Parks and Wildlife
- Waste Contractor
- Audio-Visual (AV) Supplier
- Media outlets



Budgeting

Events are expensive and may incur hidden costs. Establish a realistic event budget in the initial planning stages and continue to monitor it throughout. When establishing a budget consider the following:

- Staff wages
- Venue hire and associated costs
- Fees and permits
- Infrastructure and equipment needed, either hired or purchased
- Entertainment costs
- Marketing and media
- Contract materials and labour such as AV hire, security and first aid
- Catering
- Miscellaneous materials needed such as tape and decorations

Grants & Sponsorship

Grants and sponsorships can be a wonderful way to get more out of your event.

ASTC has a Community Support Program available for local not-for-profit organizations, event organizers, and community groups. These include:

- In-Kind Support
- Community Grants Program
- Event Sponsorship

More information on these opportunities can be found [here](#).

There are also a variety of grants available from both the Federal and NT governments to assist the arts and events communities including:

[Regional Arts Fund \(RAF\) grants](#)

[Foundation for Rural & Regional Renewal](#)

[NT Gov Arts and Culture grants](#)

[NT Major Events grants](#)

[Multicultural Grants NTG](#)

[GrantGuru](#)

Partnering with local business is also a wonderful way to get sponsorship and in-kind support. Be sure to reach out to businesses early.

Budget

Events require a budget. With your budget defined, you are determining every aspect of the event that may incur a cost. You must be accurate with your spending. What to include in your budget:

Item – break down each item/ provider for whom you are paying. Be as detailed as possible when creating your event budget, keeping each item separate.

Descriptions – add a description of the item you need for your event. By adding a description, you can provide clarity on why it is needed. This also helps you to easily identify items that may be excluded from staying within the budget, leaving only what is essential.

Amount – total funds available as this helps track overall spending. Use formulas when using an Excel spreadsheet to ensure detail is retained, e.g., Staff = 4 people x \$100 per hour = \$400.00.

Estimated costs – costs are always going to vary. However, deciding via estimates can help you identify an overall budget for your event. Quotes from external suppliers can be included in the estimated costs.

Actual costs – Update costs after your event (if needed) to assist with future budgeting, using this as a reference for future event planning.

Contingencies – Budgets can include a set amount (e.g., \$100.00) or a percentage (%) of the total amount, for use as a contingency fund (unexpected costs).

GST – The Goods and Services Tax (GST) is a broad-based tax of 10% on most goods, services and other items sold or consumed in Australia. Check with service providers to ensure GST is accounted for when budgeting.

Below is an example of a basic event budget using an Excel spreadsheet. Further resources on event budgets can be accessed via the NT Major Events toolkit under the business planning section accessed [here](#).

EVENT NAME- DATE									
ITEM	ORGANISATION	PRODUCT	COST	PAID	NOTES				
						Budget Amount	Actual Cost	Difference	
AV	8CCC	AV	\$800.00			\$6,250	\$6,552	-\$ 302.00	
2x guards - 4hrs (5:30-9:30)	Talice	Security	\$480						
Staffing	3 staff members		\$1,200						
BAND 1			\$2,472						
BAND 2			\$550.00						
Craft Facilitator			\$500.00						
BBQ									
Activity facilitator			\$100.00						
Photographer			\$450						

Risk Management

A Risk Management Plan (RMP) establishes a risk management platform for organizers to plan for the delivery of their event responsibly and safely.

Dealing with risk is a complex and continual process. Effective risk management requires a framework for the development and implementation of systematic and integrated risk treatments, controls, policies, and procedures.

RMP should aim to analyze risks relating to the staging of the event and implement control measures to reduce risks during the event set up, delivery and bump out periods. The goal is to ensure the safety and wellbeing of workers, volunteers, participants, and the public.

Keep referring back to your RMP

RMPs should be considered a “living document” and be continually monitored to ensure arising risks are measured and adequate risk mitigation and controls are enforced. Please remember that some risks will be innately high, however, the controls put in place with the RMP will mitigate the risks.

An event should prepare a Risk Management Plan (RMP) early in the event planning and share this with all relevant stakeholders, staff, contractors, suppliers, participants, and board members. Where possible, an RMP should be verified by an independent risk assessor. It is critical that all hazards and resultant risks are identified in the initial stages of the event, so that the best practice control measures can be put in place.

The following explains how to manage risk in line with best practice:

The Risk Management Process
<ul style="list-style-type: none">• Establish the Context – Understanding the context in which the event operates enables you to recognize the source and cause of adverse risk
<ul style="list-style-type: none">• Identify the Risk – What, Where, When, Why and How something could happen
<ul style="list-style-type: none">• Analyze the Risk – What is the likelihood and consequences
<ul style="list-style-type: none">• Evaluate the Risk – Assessing the risk exposure against a defined set of criteria
<ul style="list-style-type: none">• Treat the Risk – Select and implement a variety of measures to modify the risk to an acceptable level
<ul style="list-style-type: none">• Monitor and Review - Assess the risk at intervals to ensure that measures implemented are ongoing and still adequate.
<ul style="list-style-type: none">• Communicate and Consult – with relevant stakeholders, staff, volunteers, and contractors

Risk Analysis Criteria

Risk Likelihood

Consider the likelihood of a potential risk occurring (e.g. low, medium, or high). Record the rating in the RMP Likelihood column e.g. *Moderate (3)*.

Risk Consequences

Consider the severity of the possible outcomes should exposure to the risk occur. Record the rating in the RMP Consequence column e.g. *Minor (2)*.

Risk Evaluation Matrix

The Risk Matrix is used to determine the overall Risk Rating by combining the likelihood and consequence scores. For example, if a tripping or slipping hazard is assessed as:

- Likelihood: *Moderate (3)*
- Consequence: *Minor (2)*

The resulting risk rating would be Medium (6). Risks assessed as High or greater must be reassessed, and additional or revised control measures implemented where necessary.

Example Risk Assessment

Further information around risk management can be accessed in the NT Major Events Toolkit [here](#).

RISK MATRIX			Consequence						
LIKELIHOOD		CONSEQUENCE	1 Insignificant	2 Minor	3 Mod.	4 Major	5 Extreme		
Rare - 1	The event may occur only in exceptional circumstances	Insignificant - 1	No medical treatment other than first aid required and no lost time injury.	No lasting detrimental effect on the environment. Insignificant damage less than \$1000	1	2	3	4	5
Unlikely - 2	Could occur at some time / the event is not expected to occur	Minor - 2	Medically treated injury.	Short term, local detrimental effect on the environment or social impact. Plant, property or equipment damage less than \$10,000 and no disruption to business	2	4	6	8	10
Moderate - 3	The event may occur	Moderate - 3	Lost time injury without being admitted to a hospital.	Serious environmental event (discharge of pollution) requires remedial action. Breach of environmental law. No long-term impact on environment. Plant, property or equipment damage less than \$100,000 and minimal disruption to business	3	6	9	12	15
Likely - 4	Likely to occur at some time / the event will probably occur	Major - 4	Lost time injury resulting in being admitted to hospital with the ability to return to work after treatments.	Any of the above, with the potential for long-term environmental or social impact. Plant, property or equipment damage less than \$1,000,000, major disruption to business	4	8	12	16	20
Almost Certain - 5	Has or likely to occur weekly	Extreme - 5	Fatality, permanent disability or multiple serious injuries to staff, contractors or public.	Extensive and long-term impacts on the environment and community. Plant, property or equipment damage more than \$1,000,000, major disruption to business i.e. sites shut down	5	10	15	20	25

RISK LEVELS	
Low (1-3) Works shall be monitored by supervisor. Any risk assessed as presenting a low risk level will be permitted to be controlled using a combination of controls as appropriate, more than one lower-level control must be applied if elimination and/or engineering controls are not practicable	Medium (4 – 8) Works shall be monitored by senior management. Any risk assessed as presenting high or medium risk level will only be allowed to be controlled using a combination of at least one engineering control and one lower-level controls as appropriate
High (9 – 14) No works to commence unless otherwise approved by Senior Management. Any risk assessed as presenting high or medium risk level will only be allowed to be controlled using a combination of at least one engineering control and one lower-level controls as appropriate	Extreme (15 – 20) No works to commence unless otherwise authorised by the Director. Any risk assessed presenting extreme risk level will only be allowed to be controlled using elimination and/or engineering controls as the primary source of controls. The activity MUST be signed off

Insurance

Hosting events come with risks; therefore, it is recommended to have public liability insurance to cover you, your staff, and members of the public. If you are holding your event in any ASTC facilities, you are required to present your Certificate of Currency (the document that details your insurance policy). Some insurance companies commonly used for events in Alice Springs are: [Duck for Cover](#), [Aon Insurance](#), [Arthur Gallagher](#).



Venue & Infrastructure

Alice Springs has a range of beautiful venues and settings throughout the CBD and surrounding central desert region. When choosing the perfect venue for your event make sure you consider:

- Accessibility, including getting infrastructure in/out of the venue, accessible parking, and wheelchair access
- Included infrastructure such as power and water access, toilets, and parking
- Location: is public transport available? Is there shade? Are permits needed to access the area?

ASTC Venues

ASTC can assist with access to sites in Alice Springs including:

- Traeger Park
- Todd Mall
- Council Lawns
- Sporting ovals around town

If you are interested in holding an event in a public place such as Todd Mall or at a Council-managed site, such as a suburban park, you will need to apply for a permit at least 2 weeks prior, or availability cannot be guaranteed. To apply for a Public Place Permit, download a form from [here](#).

A key request form must also be submitted if you wish to access to power, toilets or the public PA system on the Council lawns. All forms can be found here and can best submitted to astc@astc.nt.gov.au.

If you intend to commercially film or photograph your event in a public place, an Application for Public Places Filming Permit must also be submitted.

ASTC Sports Venues

For the use of Council-managed sports venues, such as Albrecht Oval or Traeger Park, you must submit applications for the Public Places Permit and Permit to use a Sporting Oval, which does incur a hire fee.

Applications must be submitted at least 3 months before intended use, to allow sufficient time for the approval process. To apply visit [ASTC website](#).

Venue List

Below is a list of Alice Springs locations available for hire or use- some venues may be more suitable than others depending on your event's size and budget:

- Araluen Arts Centre
- Our Lady of the Sacred Heart Catholic College- Marian Centre
- Red Hot Arts Central Australia
- Alice Springs Youth and Community Centre- Higgins Hall or training room
- Alice Springs Convention Centre
- Mercure Hotel
- DoubleTree by Hilton Alice Springs
- Alice Springs Desert Park
- Women's Museum of Australia
- Alice Springs Telegraph Station
- Gap View Hotel
- Alice Springs Turf Club
- Alice Springs Golf Club
- East Side and Gillen Club
- Blatherskite Park

Accessibility

Event organizers must consider accessibility as an important part of their planning and put measures in place so that the event site is accessible to everyone.

Creating inclusive and accessible events can be challenging in a remote or small community, but we need to do the best we can. Ensure the venue has lifts, ramps, accessible bathrooms, easily access by public transport.

Lots of local events occur on grass, which has uneven surfaces and is not friendly for wheelchairs or walking frames; to work around this, consider temporary flooring. In addition, avoid strobe lighting or flashing lights, provide a wheelchair ramp to the stage (if required) and provide adjustable height microphones.

Infrastructure & Equipment

There are multiple businesses in Alice Springs that hire out event infrastructure and equipment, including ASTC. Council has a wide selection of infrastructure and equipment that is available either for hire or as in-kind support.

Full list of infrastructure available in-kind from ASTC and their specifications can be found on page 9 of the [Community Support Guidelines](#)

Site Maps

Site or venue layout maps are a great visual aid when planning your event. They help with quickly communicating the location of entries and exits, stages, toilets, first aid, stalls and other infrastructure to your guests, stakeholders, suppliers, and staff.

Working site maps should be:

- to scale
- clear and visually simple
- functional and accurate
- gridded or contain directional information

Additionally, displaying site maps at your event via signage, in programs, or as handouts, will assist patrons in locating amenities and points of interest. These site maps can be simple or creative, so long as they accurately represent the valuable information you want to relay to your audience.

Important things to include in site maps available for public should include locations of:

- entry & exits
- first aid point
- emergency assembly areas
- toilets & amenities
- water access points
- hand sanitiser & hygiene points
- stages
- stalls & market area
- food & beverage area
- information point
- family meeting point



Seasonal and Weather Considerations

When selecting a venue, it is important to consider both the time of day and the time of year in which the event will be held.

Events held during the hotter months may require additional provisions such as shade, drinking water, and seating. Consideration should also be given to scheduling events later in the day or using indoor venues to reduce heat exposure.

For events held in the late afternoon or evening, or those finishing after dark, lighting levels at the venue must be assessed. Existing lighting may be insufficient, and additional lighting solutions—such as portable light towers—may be required to ensure the safety of patrons, staff, and contractors. Event organisers should engage local service providers for portable lighting and other required infrastructure.

While the cooler months in Alice Springs often provide ideal conditions for outdoor or daytime events, evening temperatures can be very low. In these circumstances, it may be necessary to provide heating options such as fires or gas heaters to ensure patron comfort.

Fire Safety Requirements

- Fires must only be lit in approved fire pits or drums.
- Lhere Artepe Aboriginal Corporation prefers that all firewood and combustible materials are sustainably sourced from licensed retailers or wholesalers and not collected from riverbeds or surrounding areas.
- Fires must be continuously monitored, with appropriate exclusion zones in place to protect the public, particularly children.
- Permission must be obtained from venue management prior to lighting any fires.
- The NT Fire Service must be notified, and in some cases a fire permit may be required for fires in public spaces.

Contingency Planning

Event organisers are strongly encouraged to have a contingency or emergency plan in place to manage adverse weather conditions, including:

- Extreme temperatures (hot or cold)
- Rain
- Lightning or thunderstorms
- High winds or dust storms
- High UV conditions

Power/Electricity

The amount and type of electrical power available to you will differ for each venue or site. Additionally, the power required by your event depends on several factors, these can include:

- Power drawn of audio set up or PA
- Power drawn from lighting
- Power drawn from markets or food stalls

The amount of power created by electrical items is referred to as the load. The larger the load, the larger the power supply needs to be to ensure you do not overload the system. Overload can result in inconsistency of power flow, electrical items tripping, blown fuses or cause a fire hazard.

AV contractors and vendors will be able to tell you the load their equipment creates and the size of the power supply they require.

If the power available at your venue or site is insufficient, you will need to supplement it with generators. Generators can provide higher-capacity three-phase power, which is more stable and consistent than single-phase power, the standard supply for residential and office use.

Some ASTC venues and sites have access to three-phase power. This can be requested through the Application for a Public Places Permit. When used with ASTC Distribution Boards (see the ASTC Infrastructure list below), three-phase supplies allow multiple loads to be safely powered across different phases, reducing the risk of overload.

If adequate power is not available at your site or event, generators can be hired from a range of local service providers. Refer to Seasonal and Weather Considerations for a list of recommended providers.

IMPORTANT

Electrical items that have heating elements have a large amount of power drawn and must be on different circuits, or phases, to stages and lighting- see more information in Food section.

Qualified electricians must regularly assess all electrical equipment. Failure to observe this precaution can result in serious injury or death. Please see [NT WorkSafe](#) for more details.

Traffic Management for Events

If you plan to hold a parade, race, or any event that changes the normal operation of roads within Alice Springs, a Traffic Management Plan (TMP) is required. This applies to roads managed by the Alice Springs Town Council (ASTC) and/or the Northern Territory Government (NTG).

TMPs must be prepared and implemented by individuals with Advanced Worksite Traffic Management qualifications and current accreditation.

Some local companies that can provide traffic management services include:

- [Akron Group NT](#)
- [Diamond Traffic Designs](#)

Main NTG roads in Alice Springs: Stuart Highway, Larapinta Drive, Undoolya Road, Stephens Road.

For NT Government managed roads, you will need to contact NTG directly.

More information on roads managed by NTG and details of permit application process for road-based events can be found [here](#) and [here](#).



Traffic Management Plan Requirements

Your Traffic Management Plan (TMP) must include the following:

- Locations of signs, barricades, and personnel: Diversion and closure signs, road closures, barricades, traffic controllers, marshals, and police.
- Variable Message Signs (VMS): Positioning and content.
- Installation and removal times: Schedule for setting up and dismantling all infrastructure.
- Road closure schedule: Timing for closures and re-openings, including implementation and management.
- Public transport impact: Identify affected bus, taxi operators, and note any changes to stops or services.
- Additional resources: List any extra services and staff required.
- 'Block and hold' times: If applicable.
- Notifications: Ensure passengers, NT Police, and the Department of Infrastructure, Planning and Logistics (NT Government) are informed.

Key steps to follow:

1. Notify residents and businesses affected by road closures well in advance using a formal letter.
2. For ASTC-owned roads, submit:
 - Application to Hold an Event within ASTC Road Reserve
 - Your Traffic Management PlanSubmit these at least 3 months prior to your event to: astc@astc.nt.gov.au
3. Contact ASTC for queries regarding permits or work within road reserves at (08) 8950 0500. Additional permit applications may be required depending on your event.
4. For all road closures or traffic stoppages, an approved Traffic Management Plan must be submitted and circulated to stakeholders for approval.

Volunteers

Volunteers are a vital part of the events community. Their involvement can significantly ease the workload for community events, especially those operating on smaller budgets. By giving their time and energy free of charge, volunteers help events run smoothly and successfully.

Engaging Volunteers

The peak body for volunteering in the Northern Territory, [Volunteering SANTS](#), can also connect you with volunteers in Alice Springs. To recruit volunteers, consider reaching out via:

- Social media
- Radio announcements
- Email campaigns

Treating Volunteers Professionally

Volunteers should be treated with the same respect and professionalism as staff and contractors. While volunteers may not always receive financial remuneration, they can be acknowledged in other ways, such as:

- Tickets to the event they are volunteering at, or other events organized by the event team
- Free event merchandise (e.g., water bottles, t-shirts, hats)
- Coverage of meals, food, and beverages while volunteering

Volunteer Insurance

All events engaging volunteers are required to hold a Certificate of Currency for:

- Personal Accident Insurance
- Public Liability Insurance

Insurance can often cover multiple events, and costs are typically annual. You can compare rates by requesting quotes from multiple providers online.



Marketing & Promotion

It is important to appropriately market and promote your event within the local area.

ASTC can assist with advertising your event via the online Community Calendar, or with banner installation at several locations around Alice Springs.

Variable Messaging Boards/Signs (VMB or VMS) or electronic signage boards are also an effective way of advertising details of your event to the public, including information about road closures or detours. You can add your event to the ASTC Community Calendar [here](#).

Banners

There are several locations where your banners can be displayed around Alice Springs:

BANNERS: Gap Road and Community Calendar on the corner of Larapinta Drive/Stuart Highway:

- It is the responsibility of the permit holder to install and remove the banner as per the dates on the permit.
- The applicant's contractor can install the banner ten days prior to the event and remove it with the applicant's contractor one day after the event.
- For Gap Road maximum banner length is 11 meters, maximum height 1.5 meters. 2 meters of rope on each corner are required and wind-holes along the banner.
- For Community Calendar on the corner of Larapinta Drive/Stuart Highway maximum banner length is 3.8 meters, maximum height 1.3meters.

FLAGS: Light Poles

- It is the responsibility of the Permit Holder to install and remove flags as per the dates on the permit. Permit's Holder contractor will put the banner up 10 days prior to event and remove it once event concluded.

FLAGS: Bannerconda System

- There are 25 banner spots available in CBD. The installation and removal of banners will be completed by ATSC free of charge.
- Flags must be supplied by the Permit Holder to ASTC Reception prior to the booked dates for prompt installation.

Find the Banner Guidelines [here](#). It is best for banner artwork and sizes to be approved by ASTC prior to manufacturing. Some companies operating in Alice Springs who can create your banners are:

- [Asprint Printing & Graphic Design](#)
- [Coleman's Printing](#)
- [TJ Signs](#)

Event Tickets or Registration

Whether you charge an entry fee or not, there are multiple benefits to having online ticketing or a registration process for your event, for example:

- It allows you to gauge how many people are planning to attend.
- It provides you with your attendees' email so you can send them a reminder or updates pre-event and a follow-up email post-event.
- It reduces the waiting time for door ticket sales.
- It offers valuable data to help you with planning your next event.

There are multiple online event ticketing websites, however, the most utilized one in Alice Springs is [Eventbrite](#) which is free to use if you are not charging an entry fee.

Use All Avenues to Advertise

- Online via social media (e.g. What's on in Alice Springs Facebook page)
- Local radio – 8CCC Community Radio, Sun FM, ABC Alice Springs
- Posters, flyers, window wraps & signage
- Poster and flyer drop to local businesses (Todd Mall, CBD)
- Window wraps and signage
- Centrepont digital screen (located above the corner of Gregory Tce and Hartley St) – free for community groups, book via [Bellette](#).
- [Red Hot Arts](#) Digital Messaging Board or Event Calendar
- Submit on other community online outlets such as, [Off the Leash](#)

Accessibility Invitations

Some recommendations for a more inclusive event are to:

- Distribute digital invitations as they can be accessible (narrated invitations, large font, etc.)
- Allow different ways to register, e.g., phone, email or online
- Ask attendees about their access needs during registration (e.g. mobility, sensory, communication, dietary requirements).
- Provide information about accessing the venue, including accessible parking, general parking, public transport, and venue drop-off points
- Accept Companion Cards for ticketed events
- Written material could be available in alternative formats such as braille, large print, or audio
- Ensure signage and presentations have sufficient contrast levels and are easy to read
- Include an accessibility statement on invitations, with a clear contact person for access requests or questions.
- Ensure the venue has accessible toilets and step-free access to all public areas.
- Provide seating options, including space for wheelchair users and companions.
- Consider hearing support such as hearing loops, live captioning, or Auslan/sign-language interpreters where appropriate.
- Allow assistance animals and clearly communicate this in advance.
- Use plain language in invitations and event materials to make information easy to understand.
- Be mindful of sensory needs by managing lighting, noise levels, and offering quiet or low-stimulus spaces if possible.
- Train staff and volunteers on basic accessibility awareness and respectful assistance.
- Clearly communicate emergency procedures that include people with disability.

Cultural Practices & First Nations Inclusion

Cultural Considerations and Consultation – Alice Springs (Mparntwe)

Alice Springs is situated on Arrernte Country and is known as *Mparntwe* in the Arrernte language. When planning events in Alice Springs, it is strongly recommended that organisers engage in appropriate cultural consultation.

Some areas of Alice Springs are managed and operated by Lhere Artepe Aboriginal Corporation and the Central Land Council. Permission must be sought from Traditional Owners to hold events on their land, particularly for events located in or near the Todd River. This can be arranged by contacting Lhere Artepe Aboriginal Corporation.

Including a Welcome to Country is considered best practice when working in Central Australia and when hosting events on Arrernte Country. A Welcome to Country may include a smoking ceremony, dance, music performance, or formal acknowledgment, and can contribute positively to the cultural respect and overall success of the event.

It is important to ensure that engagement occurs with the correct community representative for the specific location of the event. Several organisations in Alice Springs can assist in identifying the appropriate representatives and ensuring events are delivered respectfully and in accordance with local cultural protocols.

As the representative organisation for the acknowledged and respected Traditional Owners and Custodians of Alice Springs, Lhere Artepe Aboriginal Corporation can arrange for the most culturally appropriate person(s) to deliver a Welcome to Country and/or associated ceremonies. They will also coordinate all necessary arrangements. More information about local culture can be found [here](#).

Lhere Artepe Aboriginal Corporation

Email: eom@lhereartepe.org.au

Phone: (08) 8953 7240

Address: 2 Gap Road, Alice Springs

Other organisations that may be able to provide guidance or support include:

- Akeyulerre Healing Centre
- Central Land Council
- Tinkerbee Aboriginal Arts and Cultural Centre

It is recommended that Welcome to Country, smoking ceremonies, or acknowledgments be requested well in advance of the event date. Delays in responses may occur for cultural or organisational reasons and should not be taken personally. If a response is not received, it is appropriate to follow up at a later time.

Carbon Offset

When holding an event, you have a special opportunity to play a role in protecting the climate by managing the greenhouse gas emissions of your event. To achieve a carbon neutral event there are 3 steps:

1. Measure prior to the event

Step 1: Establish the emissions limits

Step 2: Collect data on identified emissions sources

Step 3: Calculate the pre-event expected carbon emissions

Step 4: Calculate post-event expected carbon emissions

2. Reduce

Emissions reduction activities are undertaken where possible prior to compensating for emissions through offsets.

3. Offset

Eligible offsets can be purchased to achieve neutrality.

It can be a detailed but worthwhile task. Read the Climate Active Carbon Neutral Standard for Events for guidance on how to measure, reduce and report emissions data for event activities to begin the process. Contact ASTC on 8950 0500 and ask for the Environment Officer if you have any questions.

Entertainment

What is an event without entertainment? There are several easy options to bring some fun to your next event, whether it's live music, games, film screenings, or just some background music.

Music

Live music set ups vary drastically in size and complexity, based on the act you have booked. However, no matter the size of the act, it is advisable to amplify the music through a PA system and mixing desk and to engage a competent sound technician to manage the set up and operation of the system. This means you will get the best sound for your event and greatly improve the experience for both the performers and the audience.

For smaller acts like singer/songwriters or semi-acoustic duos or for playback of pre-recorded music playlists, PA systems can be appropriate as they're simple to operate and set up, and can be easily managed by less experienced technicians.

Larger, more complex acts, like full bands with electric instruments and drum kits, will require a larger PA and mixing desk, and an experienced sound technician to set up and manage this system. Local contractors who can provide both equipment and technicians include: 8CCC, Dream Media

Sound checks are how live music performers and sound engineers ensure that the PA is set and ready for a performance and that the volume and audio mix are at the right levels for both the audience and for the performers. Sound checks should be conducted before the event opens to the public and with enough time for the performers and engineers to make necessary adjustments to the set up and levels. This may be a number of hours before the opening of the event. More time may be required for sound checks when performers have a more complex set up or if there is a number of acts playing at the same event.

Staging

For smaller events, ASTC have a 6x3 meter modular stage (available for a fee for hire – see infrastructure list) which can be installed at most event sites.

Stages add an extra element of professionalism to a musical show, panel discussion, speeches, or other crowd engagement activities. For musical performances, it is often better for the performers to be slightly elevated and to have a firm, flat, even surface under foot. There are also benefits to sound reproduction and PA set up when using a stage.

Large and weatherproof covered stages are available and typically require installation by contractors. In Alice Springs, local providers include: 8CCC, Dream Media.

Public License and Copyright

The Australian Copyright Act (1968) gives songwriters, composers, and music publishers the right to control how their music is used. Therefore, whenever music is played or performed publicly the songs almost always require a license. If you are planning to have music at your event, you may need to contact Australasian Performing Right Association and Australasian Mechanical Copyright Owners' Society (APRA AMCOS) to get an appropriate license.

APRA AMCOS represents over 108,000 members who are songwriters, composers, and music publishers. They are tasked with licensing organizations to play, perform, copy, record or make available our music, and then they distribute the royalties to their members, and to international affiliate societies who then pay their members. For more information on APRA AMCOS licensing can be found [here](#).

Busking

You will require a busking permit if you intend to perform, offer entertainment, make a painting or drawing, take a photograph or film for commercial purposes, or to address people in Todd Mall or other Council run areas. The Application for a Todd Mall Activity Permit (Busking Permit) can be found [here](#).

Film Screening or Outdoor Cinema

Holding a film screening or outdoor cinema can be a great way to add entertainment to your event.

ASTC's Cinema Package can be a great way of creating an outdoor cinema. The Cinema Package includes a PA system with single speaker, projector and blow-up screen which can be erected in most outdoor venues. Please submit an [in-kind request form](#) to hire this package at least 2 weeks prior to your event.

Note: the projector is set up for reverse projecting, this means the projector itself will need to go behind the screen rather than in front (display settings can be changed).

When planning a film screening, some things to consider are:

- Time of day – for best effect, the cinema pack should be used in darkest conditions possible
- Light levels in your venue or site – can reduce or turn off existing lights
- Wind and weather conditions – the blow-up screen is rated for up to 25km/hr winds and should not be set up in rainy or overly windy conditions
- Existing infrastructure – is there already a good projection surface, like a large white wall, at your event site that will eliminate the need for the blow-up screen?
- Screening permissions – As with music, films and tv shows screened to the public require permission from the distributor. Screenrights is a non-profit membership organization that provides rights and royalty management services to the screen industry, like APRA AMCOS does for music.

Screenrights facilitate access to screen content through simple licensing solutions and provide royalty payments to members. More information on Screenrights can be found [here](#).

Options of companies that provide DVDs under current Copyright include [Amalgamate Movies](#) and [Roadshow](#). You can also enquire about licensing with local Alice Springs Cinema.

Food

Having food available is a great way to encourage people to stay and enjoy the whole event. Alice Springs has a vibrant selection of traders, and organizers can outsource food services to local food vendors or community groups, either through an expression of Interest (EOI) process or by directly inviting vendors to your event.

A handy way to get to know what vendors are operating locally, is to pop down to the [Todd Mall Markets](#) or the [ASTC Night Markets](#).

Remember when booking food stalls to consider some of the technical and logistical requirements. These should include:

Power

The amount and type of electrical power vendors require will differ between each vendor and their set up. Lots of food stalls, especially those using electrical fryers, coffee machines, toasters, kettles, or other equipment with heating elements, will require more than one standard 10amp power outlet and will often require 15amp power. It is advisable to get a list of power requirements from vendors before booking them to be sure your site or venue has adequate power supply and outlets to accommodate them. More information on power and power supplies can be found in the venue section above.

Site Access

Some vendors will have large vehicles, trailers, or operational footprints. Be sure the vendors you select can access your site or venue with their particular set up. It is also a good idea to get the measurement of the vendors set up area ahead of time, to ensure you have enough space to accommodate them. Vendors should arrive on site and be set up before your patrons arrive. No vehicles should be moving in or out of the event area once the event has started. It is advised that you have a clear agreement with vendors as to the time they are required to be set up and the earliest time they can stop trading and start packing up, as well as relying on the times during which vehicle movements on site will be prohibited.

Department of Health Requirements

All registered food vendors should have an up-to-date NT Food Business License. Dependent on current restrictions. To apply for a Food Business License or for more information about having a food service business in the NT click [here](#).

Food Registration

Most food businesses in the Northern Territory (NT) need to be registered. You can register on the [NT Government website](#) which will cover you for one year.

You don't need to register if your food business:

- Sells only low risk pre-packaged food, such as (e.g.) confectionary from a pharmacy or news agency
- Raises funds solely for charitable purposes and sells food that is not potentially hazardous or is intended to be eaten immediately after cooking
- Only serve complimentary beverages within an existing business, such as tea or coffee from a hairdresser or fashion outlet.

If you have any questions about if you need to be registered, you can call the Central Australian

Environmental Health officer on 08 8955 6122 or email envirohealthca@nt.gov.au.

Some people will choose to provide food themselves. This can be a great way to fundraise (if they choose to charge) or build community goodwill (if they choose to give food away free of charge).

Organizers considering this option may consider hiring ASTC's BBQ Trailer via [ASTC Community Support](#) offering– an *easy-to-use* gas BBQ which can be attached to any tow ball.

Remember, when preparing food for public consumption you must abide by all relevant Department of Health regulations and requirements as listed above.

Sustainability

ASTC supports a total ban on single-use plastics for events. You can easily replace most items with compostable plates, cups, containers and cutlery.

There are multiple companies that have plant-based products that deliver in bulk.

Water

An adequate supply of water should be made available at events for:

- Drinking
- Fire fighting
- Hygiene purposes
- For cooling patrons in hot weather conditions

All day events should provide the following:

- A minimum of 2 liters of free drinking water available per person or a rate calculated at 500ml per hour, whichever is the greater
- One water outlet per 500 people.
- Outlets should be reviewed and approved by Environmental Health, for issues of safety, water quality and hygiene.

For alcohol- free events, organizers can choose whether to provide drinking water free of charge or at a cost. Power And Water offer support to community events in a form of provision of water trailer and/ or water bubblers. To book, contact [Power And Water](#).

Service of Alcohol

If an event includes the sale, service or supply of alcohol, it must hold an appropriate liquor licence and Responsible Service of Alcohol (RSA) Certificate. There are many different types of licence; depending on the size and nature of the event, as well as the way in which attendees can access alcohol (sale, free sample, BYO, etc.) For more details on applying for a liquor license in NT, see here.

If your event serves alcohol, it is a legal requirement to provide free drinking water to patrons. This is to reduce the potential for incidents and injuries, as well as minimizing the risk of high

levels of poisoning by patrols. It is recommended that water at licenced events should be:

- provided at the rate of one outlet per 500 people
- outlets should be provided throughout the venue, spaced at a maximum of 25m apart.

Security and Serving Alcohol

There is not a specific answer regarding serving alcohol and hiring security/crowd controllers as it is dependent on the type of licence and liquor authority issued and whether it is a full-time licence. For a single one-off event, authority is dependent on the assessment of the event and assessment of the type of liquor authority you have applied for.

As in any case, it is a safe measure to employ crowd controllers even if you are not required to. If you have any questions, you can email the Alice Springs office of the NT Government alcohol licensing department at DITT.LRASComplianceASP@nt.gov.au.

NOTE: Lhere Artepe Aboriginal Corporation may also provide its assistance through their Day/Night Patrol Program, whereby, Traditional Owners patrol the township areas, and where events are occurring, to encourage culturally-appropriate behavior. For further information and to arrange Day Patrol support for events, please contact eom@lhereartepe.org.au.

ASTC has eliminated Single Use Plastic (SUP) items from its services, programs, events and facilities. SUPs – including cups, straws, cutlery, and take away food containers – are not to be used on Council land or within its facilities. Recipients of Council’s in-kind support, where events / programs do not take place on Council’s land or facilities, are encouraged to use compostable items in place of Single Use Plastic (SUP). All events held on or in Council managed facilities are banned from using SUPs. These facilities include, but are not limited to: Ovals, Todd Mall, Council Lawns, Council run parks, Andy McNeill Room, Totem Theatre, Traeger Park.

Toilets & Amenities

Events are required to provide access to amenities for patrons. There should be an adequate number of toilets for males and females and, where possible, non-gendered or unisex facilities are recommended. In determining the number of toilets to be provided for events, the following criteria should be considered:

- The duration of the event
- The type of crowd
- Whether the event is pre-ticketed and on-site numbers are known or un-ticket
- Whether alcohol will be consumed

Patrons	Male			Female	
	WC	Urinals	Hand Basin	WC	Hand Basin
Where alcohol is NOT served					
< 500	1	2	2	6	2
< 1000	2	4	4	9	4
< 2000	4	8	6	12	6
< 3000	6	15	10	18	10
< 5000	8	25	17	30	17
Where alcohol IS served					
< 500	3	8	2	13	2
< 1000	5	10	4	16	4
< 2000	9	15	7	18	7
< 3000	10	20	14	22	14
< 5000	12	30	20	40	20

Calculating the number of toilets required for an event can be done by assuming the 50:50, male:female split, unless otherwise advised, and following the tables below:

The above figures may be reduced for shorter duration events as follows:

Duration of Event	Quantity Required
8 hours plus	100%
6-8 hours	80%
4-6 hours	75%
Less than 4 hours	70%

Please note the above tables are an approximate guide based on the findings of the Safe and Healthy Mass Gatherings Manual.

For larger events (500+ persons), a Wastewater Management Plan should be submitted to the [Northern Territory Environmental & Public Health Department](#)

Where on site amenities are deemed insufficient in quantity or capability, portable toilets will need to be brought in to supplement existing facilities. ASTC has two double-toilet portable trailer available for community event via submission of [In-kind support form](#). Event organizers will be charged a cleaning fee, with invoices issued post event. Toilet locations should be:

- Well-marked
- Well-lit (including surrounding area) if night usage is expected
- Be accessible to people in wheelchairs or walking frames
- Serviced (including pump-out of portables) on a 24-hour basis during the event (vehicle access is obviously necessary)
- Located away from food storage and food service areas

Waste & Recycling

Event organisers must make provisions for managing any waste or recycling generated by their event. Additional bins for both general waste and recycling may be needed, especially if your event has food stalls. ASTC have 240lt wheelie bins (see infrastructure list) that can be made available to events through in-kind support or for hire. Disposal of waste is at the [Alice Springs Regional Waste Management Facility](#).

Alternatively, event organisers can contract out waste disposal to local waste services and recycling contractors, such as:

Cleanaway - <https://www.cleanaway.com.au/>

JJ Richards - <https://www.jjrichards.com.au/location/alice-springs/>

Recyclabill - <https://www.localsearch.com.au/profile/recyclabill/cicccone-nt/M4LO>

Remember to recycle:

Recycling can be processed at ASTC's Regional Waste Management Facility free of charge for drink cans and plastic bottles, plus there's a cash refund for containers (conditions apply). For information on Councils 'Cash for Containers' click [here](#).

Glass bottles, drink & food cans, and plastic bottles can be processed at Envirobank Recycling <https://envirobank.com.au/alice-springs-depot/> at the value of 10c each.

Safety & Emergency Preparedness

Event organizers have a duty of care to their patrons, and it is important to consider their safety and welfare in your planning and delivery. Provisions for patron safety should include:

- Lighting
 - Are there dark areas that could pose trip hazards?
- Patron access and exits
 - Are patrons crossing public roads to access your event?
 - Are there adequate exits in case of an emergency?
- Security & anti-social behavior
 - Do we need security for either patron and staff safety or asset security?
 - Is security rostered for the duration of the event, or for the end of event / pack up?
 - There are multiple youth centers and services operating in Alice Springs and the inclusion of these services in your planning or inviting them to the event can help to manage any antisocial behavior
- Fencing and Crowd Control Barriers (CCB)
 - Are there off-limits areas that need to be excluded?
 - Are there hazards that should be sectioned off?
- Parking & Vehicle Access

- Do patrons have access to safe, secure parking?
- Is parking within walking distance of the event?
- Is there a bus or taxi drop off at the event?
- Is accessible parking available?
- Police, Fire & Emergency services
 - Do we need a fire permit for the event?
 - Have we informed NT Police of the event? Will they be in attendance? If you believe your event needs police to attend (specifically after-hours events), please call (08) 8951 1764 and ask to speak to the best contact person regarding events planning in the Operational Support Unit.
 - Have you got First Aid or Medical services at the event? Will St. Johns Ambulance be in attendance, or do all staff working have current First Aid qualifications?
 - Do you have maps showing patrons locations of First Aid or police at the event?
- Emergency Planning
 - Do you have a critical incident management plan?
 - Do you have a Risk Management Plan (RMP)?
 - Do you have an Emergency Evacuation Plan?
 - Are emergency exits clearly marked and does signage show emergency assembly areas?
 - Do you have a loud hailer or hot mic (an off-stage microphone, connected to the PA for use in announcements) to relay emergency communications to the audience?



Incident Reporting

Incidents, accidents or near misses must always be reported to event management and logged for future reference. It is important to gather as much information about the incident as possible, therefore, all people who were involved or witnesses, should be asked to fill out an incident report as soon as possible. The report should include:

- Event name
- Venue or location
- Date of report
- Name of person reporting
- Contact details of person reporting
- Details of Incident:
 - Date
 - Time
 - Place
 - Nature of incident
 - Action taken
 - Outcome
- Contact details for all person involved

Resources around Incident Reporting can be found in the NT Major Events Toolkit under the Risk Management section accessed [here](#).



Hazard Identification

A hazard checklist or daily area check list can assist you to cross check the safety of the event space during build and before you open to the public. These documents can be tailored to your specific events and its specific risk but below is an example. A hazard report form can be accessed here.

DAILY AREA SAFETY CHECKLIST

(Completing this checklist positively at the beginning of each shift will ensure the controls in the risk assessment are in place. Each item should be constantly monitored during period to ensure compliance at all times. Please ensure any hazards or potential risks are reported to the site office immediately. Completed checklists should be submitted at the end of each shift by each Area Warden.)

Name: Area: Book: _____

EVENT / VENUE.....

INSPECTED BY DATE

DETAILS	OK	NEEDS ATTENTION	SIGNED OFF
1 Any arising issues with staging, tents or structures.			
2 All staff & performers are trained in evacuation procedures			
3 All staff have completed site induction and orientation prior to the commencement of shift.			
4 Check all exit doors unlocked & clearly marked			
5 Capacity for each venue posted at entry and adhered to			
6 Electrical equipment and earth leakage units tagged & tested			
7 Emergency lighting functioning			
8 Engineering of structures is signed off if required			
9 Ensure no goods are stored next to balconies			
10 Exit paths clear of equipment & obstructions			
11 Fire extinguishers and fire blankets in position			
12 Housekeeping, no unnecessary packaging in venue			
13 Inspect decking, walkways & platforms are secure			
14 Instructional and warning signage in place			
15 Laneways and exterior gates open & free of vehicles			
16 Medical or first aid staff are on site as required			
17 No hot surfaces or urns in public areas			
18 Operate and check lighting and signage			
19 Operate PA system and check noise levels			
20 Pedestrian access & egress clear			
21 Queuing controls in place			
22 Check area for significant trip & fall hazards including but not limited to leads, potholes & carpets.			
23 Safety wires on all overhead lighting and equipment			
24 Scaffolding signed off by erection company if required			
25 Sharp or protruding edges removed			
26 Stage & platform edges marked			
27 Steps & handrails secure			
28 Toilets are signposted, cleaned and serviceable			
29 Wind speeds monitored as required			
30 Hot Mic Tested			

Additional Safety Requirements:

Hazard	Control	By Who	Time

SIGNED

Before you go 'live' and open your event to the public, ensure the site is safe and hazard free. This means:

- All vendors should be in position and set up, ideally ready to trade when doors open.
- Stage should be set and ready, with sound checks completed
- Security staff and volunteers should be briefed on their roles and responsibilities and in position
- Site should be cleared of any loose items, trip hazards, safety hazards. Where a hazard cannot be removed it must be safely excluded and marked.
- Emergency access and exit points clear, accessible, and signed.

Duty of Care

For the duration of the event, you have a duty of care to all those who attend, staff and contractors included, and it is important to continually assess:

- Risks and hazards
- Areas that require attention (i.e. toilets need cleaning or bins need to be changed/water needs to be topped up, etc.)
- Staff and patron welfare (especially in hot weather conditions)
- That the event is running to schedule

Bump Out

On completion of the event, and once all patrons have safely left the venue or site, you can start to pack up or bump out your event. This is the process of removing all items of infrastructure, staging, equipment etc. brought to the venue for the purpose of your event. Bump out may take a few hours or a few days, depending on the size of the event, the length of time you have access to the venue, the timeframe of contractors to complete their pack up, etc.

It is important when planning your event and rostering staff and volunteers that you account for bump out and resource this accordingly.

Post Event Review

It is important to review your event to see what worked, what didn't, what areas can be improved, etc. Feedback from stakeholders, patrons, staff, contractors and suppliers can make up part of the overall review of your event. There are several free online survey forms which can help in gathering this feedback including:

Survey Monkey – <https://www.surveymonkey.com/welcome/sem/>

Type forms – <https://try.typeform.com/n/survey-builder/>

Google Forms - <https://www.google.com.au/forms/about/> (or accessible through Google Suite)

Event Checklist

Have I answered my 5 W's?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have I conducted a risk assessment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If applicable: Have you completed/followed up on any further actions required prior to the event taking place?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you created your budget?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you submitted and received your permit(s)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you submitted your grant application?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
As best practice for cultural engagement, have you notified Lhere Artepe Aboriginal Corporation of the event and addressed any concerns the event may raise for the Traditional Owners and First Nations community of Alice Springs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you passed on the poster to vendors/acts/stakeholders to promote through their networks?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If applicable: Have you received, purchased and installed your banner?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you notified the Department of Health?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you created a Runsheet?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you created a Site map?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you provided the Runsheet/sitemap to relevant departments, event staff and contractors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If applicable: Have you created a performance agreement and received a signed copy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you notified all stakeholders of the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you reminded all vendors/contractors about not using Single Use Plastics?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you completed your pre-event checks? (including emailing stallholders/contractors about timings, WHS etc.)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If applicable: Have you created a Performance Runsheet and issued a copy to both the AV contractor and musician(s)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If applicable: Have you organized a Welcome to/Acknowledgement of Country?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If applicable: Have you created your Traffic Management Plan?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If applicable: Have you advised all affected vendors about the road closure?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you organized Media Coverage for the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you sent an email out to all relevant community members about the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you completed and factored-in emergency protocols?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Do you have copies of an incident report form ready?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have all relevant contacts handy if something unexpected happens?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have a cancellation policy and procedure in place for the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you organized a debrief meeting with all relevant parties?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you collated your notes into a 'notes for next year' or 'a post event feedback form' to include what went well, where to improve, and things to change?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you completed all sections for reporting purposes?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have all invoices been received and paid?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

This guide is the property of Alice Springs Town Council and is provided for your reference

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