Event Planning Guide

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

October 2023

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) and Multicultural Community Services of Central Australia Incorporated (MCSCA) aim 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 but not limited to major sporting events and festivals, food and artisan markets, community and multicultural events. These events not only provide significant economic benefit 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 is designed to offer 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

Alice Springs Town Council is proud to be living and working on Aboriginal land. We acknowledge the Arrernte (pronounced Arrunda) people who are the Traditional Owners and custodians of Mparntwe (pronounced m'barn-twa), the Alice Springs area, and pay our respects to Elders, past, present and future.

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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 **– the who, the what, the where and the when**. It is important to know roughly 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, 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 Desert Festival
- 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 organise staff/volunteers for this time too!
- Research to see if your event is during school holidays, public holidays, religious holidays

Who *is your target audience?*	**What** *type of event is it?*
o All ages o Kids o Youth / Teens / Under 18s o Young Adults / 18+ o Adults o Seniors o A specific demographic	o Activities o Entertainment o Outdoor / Indoor o Licenced event / BYO or alcohol free o Ticketed, door sales, fundraiser, or free community event
Where *am I holding it?*	**When** *are we having it?*
o Venue o Amenities o Access o Permits and permissions required o Capacity o Weather contingency	o Day o Date o Time of day o Time of the year and weather conditions o Other events at that time

Stakeholders

It is imperative to identify all authorities/organisations, government and non-government agencies, who may have a vested interest, role to play, or contribution 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.

Some possible stakeholders are:

- Alice Springs Town Council
- NT 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
- AV Supplier
- Media outlets

Budgeting - Grants & Sponsorship

Events are expensive and may incur a lot of 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 great way to get more out of your event.

ASTC have a number of grants and sponsorship options for local not-for-profit organisations, event organisers and community groups.

These include:
- Community Grants Program
- In-Kind Support
- 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

Partnering with local business is also a great 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 are required to be accurate with your spending. What to include in your budget:

- **Item** – break down each item/ provider you are paying for. 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 need to be excluded to stay within the budget, leaving only what is essential.
- **Amount** – clearly mark the 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** – Some 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 the risk management platform for organisers 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.

An RMP should aim to analyse 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.

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.

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 in innately high, however, the controls put in place with the RMP will mitigate the risks.

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

The Risk Management Process
• **Establish the Context** – Understanding the context in which the event operates enables you to recognise the source and cause of adverse risk
• **Identify the Risk** – What, Where, When, Why and How something could happen
• **Analyse the Risk** – What is the likelihood and consequences
• **Evaluate the Risk** – Assessing the risk exposure against a defined set of criteria
• **Treat the Risk** – Select and implement a variety of measures to modify the risk to an acceptable level
• **Monitor and Review** - Assess the risk at intervals to ensure that measures implemented are ongoing and still adequate.
• **Communicate and Consult** – with relevant stakeholders, staff, volunteers and contractors

Risk analysis criteria

1   Risk Likelihood

Consider the possibility of a potential risk occurring i.e. a low, medium or high risk. Note the rating in the RMP likelihood column, e.g. Possible (3).

Measures of Likelihood				
Level	**Rating**	**Description**	**Frequency**	**Probability**
5	**Almost Certain**	The event is expected to occur in most circumstances	Several times each year	Greater than 90% chance of occurrence
4	**Likely**	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurrence
3	**Possible**	The event should occur at some time	At least once in 3 years	40% - 60% chance of occurrence
2	**Unlikely**	The even could occur at some time	At least once in 10 years	10% - 40% chance of occurrence
1	**Rare**	The event may only occur in exceptional circumstances	Less than once in 15 years	Less than 10% chance of occurrence

2   Risk Consequences

Consider the severity of possible outcomes when exposed to a risk. Record the rating in the RMP consequence column, e.g. Minor (2).

Measures of Consequence						
Rating (Level)	**Financial impact**	**Service Interruption**	**Health & HR**	**Compliance**	**Reputation**	**Environment**
Catastrophic (5)	More than $3M	Indeterminate prolonged interruption of critical core service deliverables – non-performance	Fatality, permanent disability	Non-compliance results in criminal charges or significant damages or penalties	Public embarrassment, widespread loss of key stakeholder trust, high widespread multiple media profile, third party actions	Uncontained, irreversible impact

Measures of Consequence						
Rating (Level)	Financial impact	Service Interruption	Health & HR	Compliance	Reputation	Environment
Major (4)	$300,001 - $3M	Prolonged interruption of critical core service deliverables – additional resources; performance affected	Hospitalisation or lost time injury > 5 days; A large number of key employees or multiple executive staff members leave	Non-compliance results in termination of services or imposed penalties	Ongoing Territory wide adverse media coverage, impact on key stakeholder trust	Uncontained, reversible impact managed by a coordinated response from external agencies
Moderate (3)	$30,001 - $300,000	interruption to service unit deliverables – backlog cleared by additional resources	Medical type injuries or lost time injury < 5 days; High staff turnover	Non-compliance with significant regulatory requirements imposed	Low impact on key stakeholder trust, localised temporary adverse media	Contained, reversible impact managed by external agencies
Minor (2)	$3,000 - $30,000	Temporary interruption to an activity – backlog cleared with existing resources	First aid injuries; short term staff morale problems	Regular noticeable temporary non-compliances	Individual complaints, low media item	Contained, reversible impact managed by internal response
Insignificant (1)	Less than $3,000	No material service interruption	Negligible injuries; routine HR issues	Occasional noticeable temporary non-compliances	Negligible activity	Contained, reversible impact managed by on site response

3   Risk Evaluation Matrix

By using the Risk Matrix you can determine your Risk Rating. For example, if you had Possible (3) in the Likelihood column and Minor (2) in the Consequence column for a tripping or slipping hazard, the risk rating would be Medium (6). Reassess risks and possible control where the risk rating is 'high' or greater.

Risk Matrix						
Consequence **Likelihood**		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Almost certain	5	MEDIUM (5)	HIGH (10)	HIGH (15)	EXTREME (20)	EXTREME (25)
Likely	4	LOW (4)	MEDIUM (8)	HIGH (12)	HIGH (16)	EXTREME (20)
Possible	3	LOW (3)	MEDIUM (6)	MEDIUM (9)	HIGH (12)	HIGH (15)
Unlikely	2	LOW (2)	LOW (4)	MEDIUM (6)	MEDIUM (8)	HIGH (10)
Rare	1	LOW (1)	LOW (2)	LOW (3)	LOW (4)	MEDIUM (5)

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4 Existing Controls Effectiveness Rating

The Existing Controls Effectiveness Rating is used to ensure the controls you have put in place are effective in reducing the likelihood of the risk. Ensure these are at least satisfactory.

Existing Controls Effectiveness Rating		
Rating	**Description**	**Characteristics**
Effective	Control is designed and operating as intended to address the relevant business risks. The control environment is providing a high level of assurance.	• Risk management systems, processes and procedures are formally documented, current and well understood. • Ownership for the controls is clearly identified • Effectiveness of controls is formally reviewed and monitored by management on a regular basis. • Management formally and proactively monitors risk and risk triggers. • Management ensures compliance with risk management policies and procedures.
Satisfactory	Control is appropriately designed however enhancements exist in the control environment. The control environment is providing a reasonable level of assurance.	• Formal documentation of some risk management systems, processes and procedures are reasonably understood by staff. • In most instances' controls are understood of owned • Risk management action plans are identified and management ensures that controls are operating as defined. • Management identifies, understands and monitors risks; however, risk monitoring is less structured.
Requires Improvement	Control is not operating as planned or is not designed to suitably address the relevant business risks. Action is needed to achieve a reasonable level of assurance.	• Some informal documentation of specific risk management systems; processes or procedures exist. • Management identifies and understands the risk, but risk monitoring is informal • Staff are not fully aware of or do not understand the controls to manage the risk.
Weak	Control is not in place or is unsatisfactory in addressing the identified risk. The control environment is not providing any assurance.	• No controls exist to manage risks or controls are ineffective. • No clear ownership for managing the risk. • The control is not effective, communicated, documented, understood, owned or monitored.

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5   Example Risk Assessment

Further information around risk management can be accessed in the NT Major Events Toolkit here.

| Risk Description of risk or hazard	Controls	Likelihood	Consequence	Risk Rating	Controls Rating
Equipment Transport MVA (motor vehicle accident) due to driver fatigue leading to worker injury or fatality	• Organisers will develop specific Safe Working Method Statements (SWMS) in consultation with affected workers for managing driver fatigue. • Organisers will hire appropriate vehicle to transport equipment safely. • No events will be held outside of Alice Springs town limits. • All deliveries are sourced locally, and no drivers will be coming from interstate.	Rare (1)	Catastrophic (5)	Medium (5)	Satisfactory
Working in hot and high UV environment Worker/ artist fatigue. Worker/artist suffering heat and exhaustion and potential escalation to heat stroke	• Organisers make provision for cool drinking water to be available at all event locations. • Shaded areas are provided at all event locations during set up for workers to rest and take adequate breaks. • All staff and artists are advised to wear long sleeved shirts, trousers, wide brimmed hats, sunscreen and all appropriate PPE relating to the task. • All staff and artists are briefed on the signs of heat fatigue at site induction. • Weather monitored and planning modified to minimise heat fatigue during extreme temperatures.	Likely (4)	Minor (2)	Medium (8)	Satisfactory

Insurance

Hosting events comes 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 will be 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 (but are not limited to):

- Duck for Cover
- Aon Insurance
- Arthur Gallagher

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COVID-19

The Northern Territory's Public Health Emergency Declaration ceased at 11:59pm on 15 June 2022. The major public events direction has ended. There are currently no COVID-19 restrictions for events or gatherings across the Northern Territory.
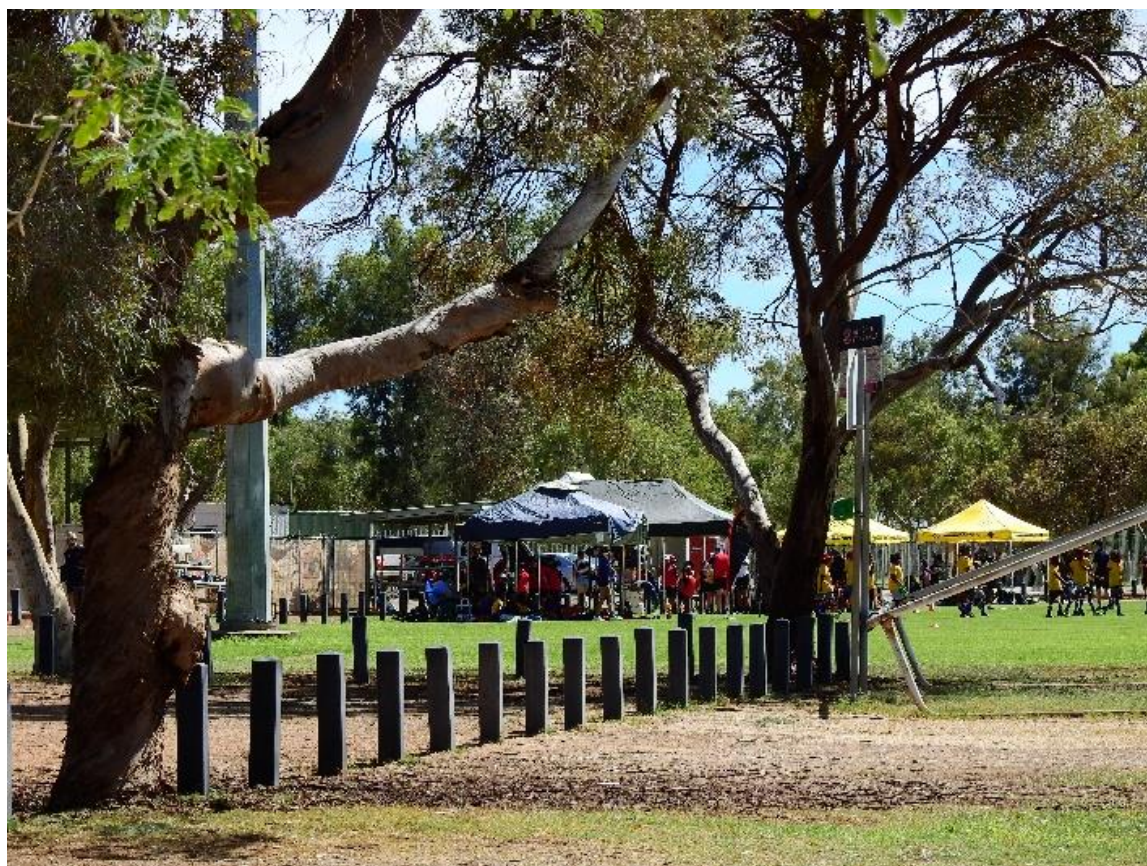
Venue & Infrastructure

Alice Springs has many 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 a number of sites in Alice Springs including:
- Andy McNeill Room
- John Snowdon Park
- Traeger Park
- Council Lawns
- Sporting ovals around town

A full list of ASTC managed Parks, Reserves and Sporting Facilities can be found on the ASTC website under the 'Recreation' tab.

Reminder for ASTC Sporting 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.

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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. The form can be found here

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.

All forms can be found here and can best submitted to astc@astc.nt.gov.au.

Please note: to access private venues, you need to contact the property manager or venue owner directly.

Venue List

Below is a list of Alice Springs locations available for hire or use; some may be more suitable that 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
- Star of Alice
- Monte's Lounge
- Alice Springs Turf Club
- Alice Springs Golf Club
- East Side and Gillen Club
- Blatherskite Park

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Accessibility

Event organisers 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.

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 important information you want to relay to your audience.

Important things to include in public site maps include locations of:
- Entry & exits
- Toilets & amenities
- Water access points
- Hand sanitiser & hygiene points
- Stages
- Food & Beverage area
- Information point
- First Aid point
- Emergency Assembly Areas
- Family Meeting Point
- Stalls & market area

Here is an excellent example of a site map on the Council Lawns created by MCSCA.

2022 BIG DAY OUT IN HARMONY SITE PLAN

Seasonal and Weather Considerations

When choosing a venue, it is important to consider both the time of day and the time of year you are planning to hold the event.

Holding events in hotter months mean you may need to consider extra provisions for shade, water, and seating; or consider holding the event later in the day or at an indoor venue. For events held in the later part of the day, or those that will finish after dark, you will need to consider light levels and existing lighting at the venue/site. You may need to hire additional lighting solutions, including portable light towers, to ensure the safety of patrons and staff.
Search for local service providers who can provide portable lighting options and other infrastructure.

While the colder months in Alice Springs can make for ideal weather for outdoor or day time events, evening temperatures can be very low and it may be necessary to have fires or gas heaters to keep patrons warm.

Note: fires should only be made in appropriate fire pits or drums. Lhere Artepe Aboriginal Corporation's preference is that any combustibles and firewood be sustainably sourced from retailers or wholesalers and not collected from the river bed or surrounds. Fires should always be monitored and an exclusion zone should be in place to ensure the safety of the public, especially children. You should always obtain permission from venue management before lighting fires. NT Fire Service should be notified, and in some instances a fire permit must be obtained to light fires in public spaces.

It is recommended to have a contingency or emergency plan in place in case of:
- 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 draw of audio set up or PA
- Power draw from lighting
- Power draw 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.

Note: Electrical items that have heating elements have a large power draw and should be kept on different circuits, or phases, to stages and lighting, see more information in Food section.

If more power is required than what is available at the venue/site, you will need to supplement the existing power with generators. Generators can provide a larger power supply known as 3-phase. 3-phase power is more consistent than single phase, which is the standard type for residential or office supply.

Some ASTC venues and sites have access to 3-phase power supplies, which can be accessed via the Application for Public Places Permit. These larger power supplies can be used in conjunction with ASTC Distribution Boards (see ASTC Infrastructure list below) to safely power multiple loads on different phases, while reducing the risk of overload.

If adequate power is not accessible at your site or event, generators can be hired from a number of local service providers. See Seasonal and Weather Considerations for a list of local providers.

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Important Note

All electrical equipment should be regularly tested and tagged. Electrical power should only be installed, adjusted, and serviced by qualified electrical maintenance personnel. Failure to observe this precaution can result in serious injury or death. Please see NT WorkSafe for more information.

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Infrastructure & Equipment

There are multiple business in Alice Springs that hire out event infrastructure and equipment, including ASTC. Council has a large selection of infrastructure and equipment that is available either for hire or as in-kind support.
This includes:
- Grandstands
- 240lt Wheelie Bins
- Portaloos
- Marquees
- Cinema Package

A full list of infrastructure available from ASTC and their specifications can be found on page 10 of the Community Support & Funding Guidelines brochure.

Image Credit: MCSCA

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Traffic

Looking at holding a parade or race for your event? A Traffic Management Plan is needed for any event that varies the normal operating conditions of any part of the Alice Springs Town Council and/or Northern Territory Government (NTG) road reserves. Traffic Management Plans, and the implementation of these plans, are prepared by people who have completed the relevant qualifications in Advanced Worksite Traffic Management and have a current accreditation.

Some companies operating in Alice Springs who can provide this service include:
- Akron Group NT
- Arafura Traffic Control
- Diamond Traffic Designs

Remember to notify local residents and businesses who will be affected by the road closure with a formal letter well ahead of the event.

For ASTC owned roads, submit an Application to hold an event within ASTC Road Reserve form, alongside your Traffic Management Plan at least 3 months prior to your event to astc@astc.nt.gov.au. Please contact Council with queries about permits regarding work within the road reserve on (08) 8950 0500. You will be required to submit an additional Permit Application and a Traffic Management Plan.

For all road closures or traffic stoppages (block and holds), Alice Springs Town Council will require the submission of an approved Traffic Management Plan. Your Traffic Management Plan will need to be circulated to stakeholders for approval.

Your Traffic Management Plan must include:
- Locations of diversion and closure signs, road closures, barricades, traffic controllers, marshals and police
- Positioning of variable message signs (VMS)
- Time and date for installation and dismantle of infrastructure
- Timing of road closures and re-openings
- Implementation and management of closures and openings
- Affected public transport operators (for example, bus operators, taxi services)
- Changes to bus or taxi stops
- Lists of extra services required (and additional staff required)
- Times for 'block and hold' if relevant
- Passenger notification
- NT Police notification
- Department of Infrastructure, Planning and Logistics (NT Government) notification.

It is the responsibility of the event organiser to make sure relevant public authorities are notified of the event.

Volunteers

Volunteers are an essential part of the events community and so often the inclusion of volunteers can really help take the pressure off community events with smaller budgets. Volunteers provide an essential service by giving up their time and energy, free of charge, to help events run smoothly.
To engage volunteers with your event you may need to do a call-out on social media, radio, or email.

The peak body for volunteering in the Northern Territory, Volunteering NT, can direct you to volunteers in Alice Springs.

Volunteers should be treated with the same respect and professionalism afforded to all staff and contractors. In some instances, events will renumerate volunteers in ways other than financial; some examples of these are:

- tickets to the event they are volunteering at, or other events being run by the organisers
- free event merchandise that may be for sale to patrons (e.g.: water bottles, t-shirts or hats, etc)
- covering the cost of food, beverages, and other meals whilst at the event

Volunteer Insurance
Every event with volunteers is required to have a Certificate of Currency for Personal Accident Insurance and Public Liability Insurance. You can research the most competitive insurance company by requesting a quote from multiple companies online. The cost is annual and can cover multiple events.

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 a good 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 a number of locations where your banners can be erected around Alice Springs:
- Todd Mall Banner on the Corner Larapinta Drive/Stuart Highway:
  - Alice Springs Town Council will install the banner ten days prior to your event. Maximum banner length is 12 metres, maximum height 1 metre. The applicant must drop the banner off at the Civic Centre at 93 Todd Street with 5 metres of rope on each corner and wind-holes along the banner.
  - The applicant can install their banner ten days prior to the event and remove one day after the event. Maximum banner length is 3.8 metres, maximum height 1.3 metres.
- Gap Road Banner:
  - The applicant's contractor can install the banner ten days prior to the event and removed by the applicant's contractor one day after the event. Maximum banner length 11 metres, maximum height 1.5 metres. 2 metres of rope on each corner is required and wind-holes along the banner.
- Light Poles:

o The applicant's contractor will put the banner up ten days prior to your event and remove one day after your event. Maximum banner width is 1 metre, maximum height 3 metres. 7.5 cm sleeve/hem at top of banner is required and 3 reinforced eyelets for ties on one side of the banner, to secure the banner to the pole.
o Locations are Barrett Drive (27 available), Leichardt Terrace (2 available) and Wills Terrace (8 available)
• Bannerconda System:
o There are 25 banner spots available within the CBD. The installation and removal of banners will be completed by ASTC free of charge. Banners need to be provided by the organisation.

The printed banner must be delivered to ASTC at least ONE week before the booking date and all fees are to be paid in advance of installing the banners. Find the Banner Application 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

Use All Avenues to Advertise

Other methods of advertising your event include:
• Online via social media (e.g. What's on in Alice Springs Facebook page)
• Local radio – 8CCC Community Radio, Sun FM, ABC Alice Springs, CAAMA and more
• Posters, flyers, window wraps & signage
• Poster and flyer drop to local businesses (Todd Mall, CBD)
• Window wraps and Signage
• Centrepoint 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

Event Tickets or Registration

Regardless if you charge an entry fee or not, there are multiple benefits to having an 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 wait 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 utilised one in Alice Springs is Eventbrite which is free to use if you are not charging an entry free.

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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
- Provide information about accessing the venue, including accessible parking, general parking, public transport, and venue drop-off points
- Honour 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

Cultural Practices & First Nations Inclusion

Alice Springs is situated on Arrernte Country and is called Mparntwe in the Arrernte language.

When planning events in Alice Springs it is advisable to engage in cultural consultation. Some areas of Alice Springs are managed and operated by the Lhere Artepe Aboriginal Corporation as well as Central Land Council. Permission should be sought from Traditional Owners to hold events on their land, by contacting Lhere Artepe Aboriginal Corporation, especially if your event is alongside the Todd River. Additionally, a Welcome to Country, which may include a smoking ceremony, dance and music performance or acknowledgment of country, is generally considered best practice when working on and holding events in Central Australia and can make a difference to the success of the event.

It is important to ensure that you are engaging with the correct community representative for the specific area you are holding your event. There are several groups working within Alice Springs who can assist you in ensuring you liaise with the appropriate representative for the area and that your event is staged with respect to the local First Nations people.

As the representative organisation for the acknowledged and respected Traditional Owners and Custodians of Alice Springs, Lhere Artepe Aboriginal Corporation will ensure the most culturally appropriate persons(s) deliver a Welcome to Country and/or associated ceremony at the event, and will make all necessary arrangements. Please send booking enquiries to eom@lhereartepe.org.au. Alternately you may call: (08) 8953 7240 or visit the office at 2 Gap Road.

Some other groups you may consider contacting include:

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

It is recommended to contact and book Welcome to Country, Smoking Ceremonies or Acknowledgement of Country far ahead of the event date as there may be cultural reasons for people to not respond to your calls or emails promptly. If you do not receive a response it is not personal, people may not be at the organisation or corporation for multiple reasons so it is best to try again at a later date.

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.
You can call 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
- Encore

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 engineer 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 metre 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 the 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
-    Encore

Public Licence 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 requires a licence. 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 licence.
APRA AMCOS represents over 108,000 members who are songwriters, composers, and music publishers. They are tasked with licensing organisations 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 licencing can be found here.

Busking

You will require a busking permit if you intend to perform, offer entertainment, make a painting or drawing, to take a photograph or film for commercial purposes, or to address persons 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, 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 organisation 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.

Games

Games are fun for kids of all ages and a great way to make your event truly family-friendly. ASTC has a wide variety of giant games for hire including:
- Naughts & Crosses
- Dominoes Mega
- Jenjo Jumbo (Giant Jenga)
- Cornhole Competition
- Mega 4 (Connect 4)
- Giant 4 (Connect 4)

These are applied for through the In-Kind support and Games Hire forms.

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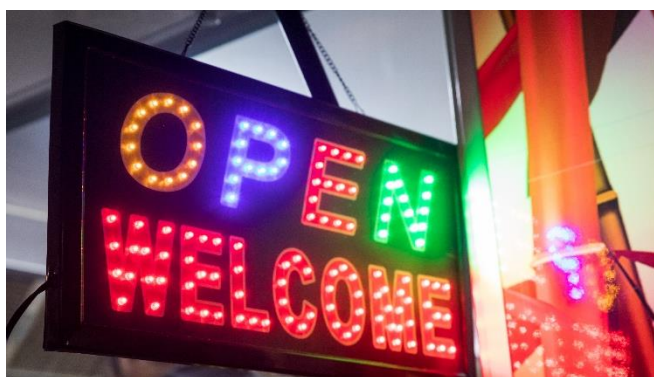
Remember when booking food stalls to consider some of the technical and logistical requirements. These should include:

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 relaying 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 Licence. Dependent on current restrictions, they may also require a COVID-19 Statement of Commitment. To apply for a Food Business Licence 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 newsagency
• Raises funds solely for charitable purposes and sells food that is not potentially hazardous or is intended to be eaten immediately after cooking
• Only serves 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 events 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).

Organisers considering this option may consider hiring ASTC's BBQ Trailer – an easy-to-use gas BBQ which can be attached to any tow ball, and is supplied with an esky and table. This is also applied for using the In-Kind Support form.

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

Water

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

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.

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

All day events should provide the following:
- A minimum of 2 litres 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, organisers can choose whether to provide drinking water free of charge or at a cost.

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 the NT, see here.

If your event is serving 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 minimising the risk of high levels of intoxication by patrons. 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 behaviour. For further information and to arrange Day Patrol support for events, please contact eom@lhereartepe.org.au.

Note: 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.

Remember to Recycle

Recycling can be processed at ASTC's Regional Waste Management Facility free of charge for drink cans, plastic bottles, plus there's a cash for containers refund (conditions apply). For information on Councils 'Cash for Containers' click here:
https://alicesprings.nt.gov.au/community/waste-recycling/
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.

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 (https://alicesprings.nt.gov.au/community/waste-recycling). For more information on ASTC's recycling program, click here: https://alicesprings.nt.gov.au/community/waste-recycling/recycling

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/ciccone-nt/M4LO

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 known or un-ticketed
- 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 hrs 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 https://health.nt.gov.au/professionals/environmental-health.

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 both portable units and larger ablution blocks (infrastructure list) which can be applied for through the In-kind support form.

Note: Event organisers will be charged a cleaning fee, with invoices issued post event. The fee is charge per toilet stall, e.g. ASTC trailer mounted toilet unit has 2x stalls. A separate installation, connection & removal fee is charged for ablution blocks, in addition to the cleaning fee per stall.

Important things to consider when adding additional toilet units include:
- Toilet locations should be:
    - Well-marked
    - Well-lit (including surrounding area) if night usage is expected
    - Be accessible for 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

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Safety & Emergency Preparedness

Event organisers 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 Behaviour
    - 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 centres 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 behaviour
- 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 to 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?
    - 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

Police Presence at Your Event

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.

- 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 persons 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
- Incident Details:
  - 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.

Below is an example of an incident report form.

Front of Form

Back of Form

INCIDENT REPORT FORM

Event: Venue:
Name: Tel:
Position: Company:

Incident / Accident Category (mark as appropriate)

First Aid   χ   Vehicle Related Incident χ

Noise Complaint   χ Emergency Services Required   χ

Crowd Incident χ   Emergency Evacuation   χ   Theft χ

Slip / Trip / Fall Incident   χ   Intoxication χ

Damage to Grounds   χ   Lost Person   χ

Lost Property   χ   Other (specify)

Incident / Accident Details

Date: Time:
Location:
Details of
Incident / Accident:
(Please provide full details of incident on page 2 and submitted to EOC)

Did you inspect the area? Yes χ   No χ
What was evident?
What actions did you take?

Contact Details of Person Involved

Name: Tel:
Residential Address:
Post Code:
Details of Injuries & Treatment

First Aid Administered?
Requested? Yes χ No χ
Did the person go to hospital?   Yes χ   No χ
Name of Hospital:

Reported by:
     Date:

Further Incident / Accident Details

EOC Internal use only

Recorded in Event Log: Incident Number:

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 too 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 signposted cleaned and serviceable			
29 Wind speeds monitored as required			
30 Hot Mic Tested			

Additional Safety Requirements:

Hazard	Control	By Who	Time

SIGNED ....

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Image Credit: MCSCA

Run Sheet

A run sheet is a schedule of the day's activities that can help all those involved in the event to know not only their own responsibilities, but also the time of important activities, the roles and requirements of others on the event team, etc.

A run-sheet should include:

- All contact details of the event team members and contractors
- A timetable of all the actions that need to take place before, during and after the event: bump in, event begins, awards, band set times, bump out.

Below is an example of a run sheet.

DAILY RUN SHEET – Event Name

DATE:

TIME	ACTION	RESPONSIBLE	NOTES	COMPLETED
12:00	Access to venue	ASTC / Event Organisers	Organisers to sign for keys.	
12:15 – 12:30	Crew arrive to venue	Event Staff	Team briefing before commencing set up	
12:30 – 15:30	Crew set up venue	Event Staff	Set up chairs / Put out Covid signage & Sanitisation stations / Set up Marquees / Put out fencing and CCB / Set up front gate/check in / Set up Giant Games	
13:00	AV Suppliers arrives to site	AV Supplier	Check in Event Organiser on arrival	
13:30 – 15:00	AV Suppliers set up	AV Suppliers	Set up stage, PA & stage lighting	
15:00	Band 1 arrive on site	Band 1	Check in with Sound Tech on arrival	
15:15 – 15:45	Band 1 sound check	Band 1 / AV Suppliers		
15:30	Band 2 arrive on site	Band 2		
15:45 – 16:15	Band 2 sound check	Band 2 / AV Suppliers		
16:00 – 17:00	Vendors arrive on site to set up	List of vendors	All vendors to check in with Event Organiser on arrival	
17:00	Stage set and ready	AV Supplier		
17:00 – 17:30	St Johns arrive on site	St Johns	Set up marquee and First Aid position	
17:00 – 17:30	Event crew break	Event Crew	Access into Desert Park car park is closed, all general public vehicles to be cleared by 1830.	
19:30 – 20:00	Stage change over	AV Suppliers / Stage Manager	Background music playing	
20:00 – 20:15	Speech	Person doing speech / AV Suppliers / Stage Manager	All crew action Lights on.	
20:15 – 21:30	Band 2 Perform	Band 2 / AV Suppliers / Stage Manager		
20:15 – 20:30	Site check (visual)	Event Organiser / Site Manager	Areas to be checked: • Ameneites • Bins • Markets • Staff Welfare • Front Gate • Emergency Access/Egress routes • Sanitisation Stations Actions required designated to responsible staff	
20:00 – 20:30	Pack up games area	Event Staff	Pack up and secure all games and tidy area	
21:30 – 21:45	Final site check	Event Orgnaiser / Site Manager	Areas to be checked: • Ameneites • Bins • Markets • Staff Welfare • Front Gate • Emergency Access/Egress routes • Sanitisation Stations Actions required designated to responsible staff	
21:30	Band 2 Finish	Band 2 / AV Suppliers / Stage Manager	Background music on	
21:30 – 22:00	Pack up stage	AV Suppliers / Stage Manager	Equipment removed from stage. No large items to be bumped out.	
17:00 – 17:30	Security arrive on site	Security Company / Event Organiser	Briefed on role and responsibility by Event Organiser	
17:00 – 17:30	Cleaners arrive on site	Cleaners / Event Organiser	Briefed on areas to service and responsibilities by Event Organiser. Provided with cleaning logs.	
17:30	Volunteers arrive on site	Volunteers	Check in with event organiser on arrival	
17:30 -17:45	All crew briefing	Event Crew / Volunteers / Event Organiser	All crew briefed on positions, roles and responsibilities	
17:45 – 18:00	Site set and ready & last checks	All on site	Security, volunteers and staff in position / Background music playing / All lights on / All signage in place / All vendors set and ready	
18:00 – 22:00	Doors Open	Front gate crew / Event Organiser		
18:10 – 18:30	Welcome to Country & Smoking Ceramony	Person doing Welcome / Event Organisers / AV Suppliers / Stage Manager	Fire extinghuisers on stand-by	
18:30 – 19:30	Band 1 performance	Band 1 / AV suppliers / Stage Manager		
19:00 – 19:15	Site check (visual)	Event Organiser / Site Manager	Areas to be checked: • Ameneites • Bins • Markets • Staff Welfare • Front Gate • Emergency Access/Egress routes • Sanitisation Stations Actions required designated to responsible staff	
22:00	Event Ends	All on site	All crew to assist with safe and smooth egress of patrons from site	
22:00 – 23:00	Vendors pack up and leave site	Vendors / Event Crew	Vehilce access to be held until all patrons are off site	
22:00 – 23:00	AV Supplier pack up	AV Supplier	Remove all PA and staging	
22:00 – 23:00	Pack up site	Event Crew	Pack up and secure: Chairs / Covid signage & Sanitisation stations / Marquees / Fencing and CCB / Front gate/check in	
22:00 – 2300	Last sweep of site	Cleaners	Empty and remove all rubbish bins / Clean all amenites / Litter pick site	
22:30	St Johns off site	St Johns	Check in with orgnasier before leaving	
23:00	AV Supplier off site	AV Supplier		
23:00	All vendors off site	Vendors		
23:00	Cleaners off site	Cleaners		
2300	Volunteers off site	Volunteers		
23:00	Event Crew of site	Event Crew		
23:00 – 23:15	Last check of site	Event Organisert / Security		
23:15 – 23:30	Secure and leave venue	Event Orgnaiser / Security		
23:30	Security finish	Security		

Contact Numbers:
AV Supplier- 0415798445
St Johns- 0455876223
Volunteer- 0411652495
Band 1- 0447232618
Band 2- 0433254865
Smoking Ceremony Facilitator- 0478558637

(08) 8950 0500

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Event Live

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
- All necessary COVID-19 precautions are in place
- 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

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 your account for bump out and resource this accordingly.

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 stocking/ 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

Image Credit: MCSCA

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/
Typeforms – https://try.typeform.com/n/survey-builder/
Google Forms - https://www.google.com.au/forms/about/ (or accessible through GSuite)

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Event Checklist

Have I answered my 5 W's? Yes ☐   No ☐

Have I conducted a risk assessment? Yes ☐   No ☐

If applicable: Have you completed/followed up on any further actions required prior to the event taking place? Yes ☐   No ☐

Have you created your budget? Yes ☐   No ☐

Have you submitted and received your permit(s)? Yes ☐   No ☐

Have you submitted your grant application? Yes ☐   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? Yes ☐   No ☐

Have you passed on the poster to vendors/acts/stakeholders to promote through their networks? Yes ☐   No ☐

If applicable: Have you received, purchased and installed your banner? Yes ☐   No ☐

Have you notified the Department of Health? Yes ☐   No ☐

Have you created a Runsheet? Yes ☐   No ☐

Have you created a Site map? Yes ☐   No ☐

Have you provided the Runsheet/sitemap to relevant departments, event staff and contractors? Yes ☐   No ☐

If applicable: Have you created a performance agreement and received a signed copy? Yes ☐   No ☐

Have you notified all stakeholders of the event? Yes ☐   No ☐

Have you reminded all vendors/contractors about not using Single Use Plastics? Yes ☐   No ☐

Have you completed your pre-event checks? (including emailing stallholders/contractors about timings, COVID-19, WHS etc)? Yes ☐   No ☐

If applicable: Have you created a Performance Runsheet and issued a copy to both the AV contractor and musician(s)? Yes ☐   No ☐

If applicable: Have you organised a Welcome to/Acknowledgement of Country? Yes ☐   No ☐

If applicable: Have you created your Traffic Management Plan? Yes ☐   No ☐

If applicable: Have you advised all affected vendors about the road closure? Yes ☐   No ☐

Have you organised Media Coverage for the event? Yes ☐   No ☐

Have you sent an email out to all relevant community members about the event? Yes ☐   No ☐

Have you completed and factored-in COVID-19 protocols? Yes ☐   No ☐

Do you have copies of an incident report form ready? Yes ☐   No ☐

Do you have all relevant contacts handy if something unexpected happens? Yes ☐   No ☐

Do you have a cancellation policy and procedure in place for the event? Yes ☐   No ☐

Have you organised a debrief meeting with all relevant parties? Yes ☐   No ☐

Have you collated your notes into a 'notes for next year document' or 'a post event feedback form' to include what went well, where to improve, and things to change? Yes ☐   No ☐

Have you completed all sections for reporting purposes? Yes ☐   No ☐

Have all invoices been received and paid? Yes ☐   No ☐