

Appendix I

Event Management Checklist

EVENT CHECKLIST FACILITY OPENINGS

1. OVERVIEW

Event Details

Event Name:

Event date/s:

Event time/s:

Venue and address:

Facility Openings Checklist

Task	Who	When	Status
Administration			
Determine type of event+ select suitable event date.	Event Coordinator	12 weeks out - following advice from S&R re. Council intentions	
Establish State & Federal funding requirements (if applicable)	Event Coordinator I Sport & Rec liaison	Start of project	
Establish Budget	Event Coordinator	Start of project	
Develop an event brief/ plan/ schedule	Event Coordinator	Start of project	
Checklist - ensure this checklist is up to date and includes appropriate timelines.	Event Coordinator	Start of project with ongoing updates	
Arrange schedule for regular team meetings with relevant stakeholders	Event Coordinator I Sport & Rec liaison	Start of project	
Run Sheet I Site Map			
Prepare an event run sheet outlining all the tasks for event set up, during event and event bump out - see appendix for template	Event Coordinator	Start of project with ongoing updates	
Contact list - listing all relevant stakeholders, roles and contact details	Event Coordinator	Start of project with ongoing updates	
Plan layout of event	Event Coordinator	Start of project with ongoing updates	
VIP's and Dignitaries			
Invite Mayor & Councillors to the event by emailing Mayor@moretonbay.qld.gov.au see appendix for details required.	Event Coordinator	6 weeks out	
Invite Federal and State Members to attend event and VIP area (if required under funding guidelines - TBA by Sport & Rec liaison)	Event Coordinator I Sport & Rec Liaison	6 weeks out	
Organise a Welcome to Country (if required)	Event Coordinator	6 weeks out	

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Task	Who	When	Status
Prepare any notes or speeches for any of the above mentioned (if applicable) - see appendix for MC notes template	Event Coordinator	4 weeks out	
Send event pack with car passes maps and event details to all attending VIPs	Event Coordinator	2 weeks out	
Media and Marketing			
Research publications and compile a list of deadlines for publications in which you wish to advertise or promote (if applicable)	Event Coordinator	12 weeks out	
Provide details of event to Council media team via ccteam@moretonbay.qld.gov.au			
Event Coordinator	8 weeks out		
Determine if photographer required or if Council media is intending to attend	Event Coordinator/ Council media	8 weeks out	
Ensure a photo consent form is sent to photographer and available at event	Event Coordinator	2 weeks out	
Research publications and compile a list of deadlines for publications in which you wish to advertise or promote (if applicable)	Event Coordinator	12 weeks out	
Invitation			
Prepare invitation distribution list	Event Coordinator	8 weeks out	
Send to Federal/State/Council for review & input (based on funding received)	Event Coordinator/ Sport & Rec liaison	8 weeks out	
Send out electronic and/or hard copy invitations	Event Coordinator	6 weeks out	
Finalise RSVPs & confirm attendance	Event Coordinator	2 weeks out	
Operations			
Maps			
Determine all site/ venue availability including site sizes and power	Event Coordinator	8 weeks out	
Prepare overall site map and finalise locations i.e., licensed areas and Designated Outdoor Smoking Area - DOSA	Event Coordinator	6-8 weeks out	
Prepare other required maps i.e., road closures, parades etc.	Event Coordinator	4 weeks out	
Permit for Public Open Space Activity			
Book venue and fill out appropriate application / paperwork	Event Coordinator	12 weeks out	

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Task	Who	When	Status
Conduct site visit and identify infrastructure, power, and lighting requirements	Event Coordinator	Prior to 12 weeks out	
Book any extra services required in accordance with the event application above i.e., toilets, generators, bins	Event Coordinator	9-11 weeks	
Arrange for collection of keys/ swipe cards and afterhours access if required	Event Coordinator	2 weeks	
Conduct final site visit	Event Coordinator	1 week	
Equipment Hire			
Identify additional hire equipment required	Event Coordinator	10 weeks out	
Arrange to borrow promotional pull up banners from Council	Event Coordinator	8 weeks out	
Event Coordinator	Event Coordinator	8 weeks out	
Entertainment			
Master of Ceremonies (MC) (if required)			
Identify and get quotes	Event Coordinator	10 weeks out	
Prepare MC notes and script	Event Coordinator	6 weeks out	
Send through notes / script, event brief, map and run sheet	Event Coordinator	4 weeks out	
Entertainment (if required)			
Identify acts and get quotes	Event Coordinator	10 weeks out	
Book acts/ artists by sending confirmation and artist contract	Event Coordinator	9 weeks out	
Send through entertainment notes, event brief, map and run sheet including bump in and out instructions	Event Coordinator	4 weeks out	
Catering			
Identify catering requirements: VIP area Entertainers Volunteers Staff	Event Coordinator	10 weeks out	
Get quotes from catering companies	Event Coordinator	9 weeks	
Confirm final numbers	Event Coordinator	2 weeks	
Arrange for food delivery or pick up	Event Coordinator	1 week	
Recognition			
Arrange to borrow Council pull up banners	Event Coordinator	1 week	
Post - Event			
Debrief			
Arrange debrief with event staff involved	Event Coordinator	Post event	

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Task	Who	When	Status
Arrange debrief with other relevant stakeholders	Event Coordinator	Post event	
Write an event report	Event Coordinator	Post event	
Acknowledgements			
Write thankyou letters / emails and send to all stakeholders, suppliers, volunteers, and other relevant event staff	Event Coordinator	Post event	
Finance			
Ensure all invoices are received, reconciled, and paid	Event Coordinator	Post event	
Bank any income	Event Coordinator	Post event	

2. INVITATION FOR MAYOR/COUNCILLORS TO ATTEND

Send email to: mayor@moretonbay.qld.gov.au

Subject: Invitation for Mayor & Councillors to attend <insert name of event>

Event Details

Day & date of function:	
Name of function or event:	
Time Mayor required to arrive:	
How long is the Mayor required?	
Contact person:	
Contact details:	
Company/event/program website address:	
Name of person who will meet the Mayor:	
Contact details:	
Is payment required? If so, please advise the per person cost & any other relevant details	
Venue address:	
Car parking arrangements at the venue:	
Nature of Mayor's commitment: eg: Official opening, welcome speech etc	
Will a council officer be required to accompany the Mayor? If so, please include their name & position	