## Event Planning Schedule Template

This Event Planning Schedule template is suitable for use by non-council Crown land managers (CLMs) and has been created to assist CLMs manage and plan for events held on a Crown reserve. The template is recommended to be used to plan one-off events and can be edited and adapted to suit a range of events held on Crown reserves.

Events and other activities on reserves managed by other parties (e.g user groups or individuals hiring a site at a reserve) require a separate lease or license agreement.

Refer to the Leases and licenses section for more information <https://reservemanager.crownland.nsw.gov.au/using-crown-reserves/leases-and-licences2>.

If you noted any risks during your event that are ongoing please record the risks using the Risk Register accessible via the [Reserve Portal](https://portal.crownland.nsw.gov.au/login.aspx?ReturnUrl=%2f).

Further information is available on the Crownland Reserve Manager website <https://reservemanager.crownland.nsw.gov.au/>

# Event Planning Schedule

**NAME OF RESERVE CLM CONTACT**

**NAME OF EVENT EVENT CONTACT**

**DATE EMERGENCY CONTACT**

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| WhatList all the tasks to be accomplished. | Time estimatedNote the hours or days the task might take. | WhenNote the deadline for completing the task. | WhoAssign each task to a specific subcommittee. | DoneTick when task completed. |
| Catering |  |  |  |  |
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| Marketing |  |  |  |  |
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| Prizes |  |  |  |  |
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| Sponsorship |  |  |  |  |
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