## Committee Contact Details template

This Committee Contact Details 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/>

# Committee Contact Details template

**NAME OF RESERVE CLM CONTACT**

**NAME OF EVENT EVENT CONTACT**

**DATE EMERGENCY CONTACT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Role | Name | Mobile | Other phone | Email |
| Chairperson |  |  |  |  |
| Secretary |  |  |  |  |
| Treasurer |  |  |  |  |
| Risk Management |  |  |  |  |
| Marketing |  |  |  |  |
| Sponsorship & Donations |  |  |  |  |
| Venue & Facilities |  |  |  |  |
| Entertainment & Activities |  |  |  |  |
| Catering |  |  |  |  |
| Volunteers |  |  |  |  |
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