## Event Checklist template

This Event Checklist 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 Checklist template

**NAME OF RESERVE CLM CONTACT**

**NAME OF EVENT EVENT CONTACT**

**DATE EMERGENCY CONTACT**

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| Chairperson | Yes | No |
| Pre-event |  |  |
| * Have all meeting dates been set? |  |  |
| * Have subcommittees been established? |  |  |
| * Do all subcommittees have a coordinator? |  |  |
| * Do all subcommittees have written instructions and understand their tasks before, during and after the event? |  |  |
| * Do all subcommittees have the right skills mix? |  |  |
| * Are all subcommittees fulfilling their tasks and adhering to their budgets? |  |  |
| * Are the members of the organisation on board and fully informed about the event planning and progress? |  |  |
| During event |  |  |
| * Are there speeches to be made? |  |  |
| * Has everyone – volunteers, sponsors, donors, committee members – been thanked appropriately? |  |  |
| Post-event |  |  |
| * Has a special get-together for everyone involved been organised? |  |  |
| * Has the event been evaluated? |  |  |
| * Has everyone been thanked? |  |  |

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| Secretary | Yes | No |
| Pre-event |  |  |
| * Has the committee contact list been compiled? |  |  |
| * Has the contact list been distributed to all parties (with permission)? |  |  |
| * Have all committee members been given timely notice of meetings? |  |  |
| * Have minutes been distributed to committee members after each meeting? |  |  |
| * Have minutes been filed for future use? |  |  |
| During event |  |  |
| * Does everyone have a copy of the program? |  |  |
| * Are all rosters and timetables distributed? |  |  |
| Post-event |  |  |
| * Have thank-you letters been sent? |  |  |
| * Have all records of the event been filed for future use? |  |  |

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| Treasurer | Yes | No |
| Pre-event |  |  |
| * Has the budget been set? |  |  |
| * Have banking procedures been established? |  |  |
| * Have money handling, recording and counting procedures been established? |  |  |
| * Have trustworthy volunteers been chosen to handle the money? |  |  |
| * Have money bags been sourced? |  |  |
| * Have budgets been allocated to each section? |  |  |
| * Are budgets being adhered to? |  |  |
| During event |  |  |
| * Does everyone have enough change? |  |  |
| * Are the money-handling procedures working? |  |  |
| * Is the money being stored securely? |  |  |
| * Does anyone need to be paid? |  |  |
| Post-event |  |  |
| * Have all accounts been settled? |  |  |
| * Do the books balance? |  |  |
| * Do we know how much profit/loss we made? |  |  |
| * Have all grants been acquitted? |  |  |

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| Risk Management | Yes | No |
| Pre-event |  |  |
| * Have we consulted with other subcommittees to determine what permits (food, alcohol, parking, gaming etc.) are required? |  |  |
| * Have permits been obtained? |  |  |
| * Have we assessed what insurance coverage is required, if any? |  |  |
| * Has appropriate insurance been obtained? |  |  |
| * Have we arranged first aid? |  |  |
| * Have traffic and crowd management plans been developed and communicated to all necessary authorities? |  |  |
| * Are emergency plans in place? |  |  |
| * Have we allocated an emergency coordinator for the day? |  |  |
| * Has the emergency coordinator provided mobile phone details to everyone who needs them? |  |  |
| * Are we adhering to the budget? |  |  |
| During event |  |  |
| * Do all key personnel know who the emergency coordinator is and what their contact details are? |  |  |
| * Is everything going to plan? |  |  |
| * Are permit conditions and regulations being adhered to (food handling, service of alcohol, parking, gaming etc. – see [www.fundingcentre.com.au/help/fundraising-legislation](http://www.fundingcentre.com.au/help/fundraising-legislation))? |  |  |
| Post-event |  |  |
| * Has all equipment been accounted for and returned? |  |  |
| * Has the money been securely stored? |  |  |

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| Marketing | Yes | No |
| Pre-event |  |  |
| * Has a theme been determined? |  |  |
| * Have posters, flyers and programs been designed, approved and printed? |  |  |
| * Have promotional flyers been sent to as many organisations and businesses as possible? |  |  |
| * Have all people in the membership database received a flyer well before the event? |  |  |
| * Has a letter-drop been completed? |  |  |
| * Have paid advertisements been designed and space booked, with careful attention to publishing deadlines? |  |  |
| * Have all the possibilities for free advertising (e.g. What’s On columns, websites) been explored and booked? |  |  |
| * Has a media release been written and sent? |  |  |
| * Have the board, staff and other dignitaries been sent formal invitations? |  |  |
| * Have staff email signatures been updated? |  |  |
| * Does the website advertise the event? |  |  |
| * Have competitions been distributed? |  |  |
| * Are we adhering to the budget? |  |  |
| During event |  |  |
| * Is signage in place? |  |  |
| * Have we determined which marketing methods have drawn people to the event? |  |  |
| Post-event |  |  |
| * Have websites and email signatures been updated? |  |  |
| * Have flyers, posters, etc. been taken down? |  |  |
| * Have certificates for supporters (volunteers, sponsors, donors, etc.) been designed, printed and presented? |  |  |

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| Donations & Sponsorship | Yes | No |
| Pre-event |  |  |
| * Have we made a list of possible donors within the organisation, in the wider community, among businesses, and from other sources? |  |  |
| * Have we identified sponsorship possibilities and developed appropriate sponsorship packages (in association with the Marketing Subcommittee)? |  |  |
| * Have we made a list of signage and promotional requirements, as per agreements with sponsors, such as logos in flyers or on the website? |  |  |
| * Have we allocated someone the task of liaising with each major sponsor in the lead-up to the event? |  |  |
| * Have we advertised the need for donations? |  |  |
| * Have we kept a record of all donations? |  |  |
| * Have we provided a list of people to be thanked to the Entertainment & Activities Subcommittee? |  |  |
| * Are we adhering to the budget? |  |  |
| * Have we alerted members to any impending shortfalls in donations and sponsors? |  |  |
| During event |  |  |
| * Do all sponsors’ logos and names appear in the right spots – on signage etc? |  |  |
| * Are sponsors and donors being adequately thanked during speeches? |  |  |
| * Are any sponsors or major donors in attendance, and can we offer them some hospitality? |  |  |
| Post-event |  |  |
| * Have all sponsors and donors been appropriately thanked? |  |  |
| * Has a list of donors and sponsors been compiled for use in future events? |  |  |
| * Have we evaluated our processes? |  |  |

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| Venue & Facilities | Yes | No |
| Pre-event |  |  |
| * Have we selected an appropriate site for the event? |  |  |
| * If outdoors, is there enough protection from the weather (e.g. shade near the stage)? |  |  |
| * Has a contingency plan been prepared in case of wet, hot or other extreme weather? |  |  |
| * Is the site plan finalised? |  |  |
| * Has the site plan been distributed? |  |  |
| * Has parking been organised? |  |  |
| * Have all equipment requirements been submitted by relevant subcommittees for sourcing? |  |  |
| * Is all required equipment available, adequate, insured and booked? |  |  |
| * Will there be any other events occurring at or close to the venue that might affect the event, and is this being managed? |  |  |
| * Have banners and other promotional material been collected from sponsors and other partners? |  |  |
| * Are we adhering to the budget? |  |  |
| During event |  |  |
| * Is the site clean? |  |  |
| * Is all equipment working? |  |  |
| * Is equipment being looked after appropriately? |  |  |
| * Do the toilets need cleaning? |  |  |
| * Do decorations need freshening up? |  |  |
| Post-event |  |  |
| * Has equipment been cleaned adequately? |  |  |
| * Has all equipment been returned? |  |  |
| * Has signage been pulled down? |  |  |
| * Has rubbish been cleared? |  |  |

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| Entertainment | Yes | No |
| Pre-event |  |  |
| * Has an entertainment plan been developed? |  |  |
| * Have all contracts for celebrities and other professional performers been agreed and signed? |  |  |
| * Do we have contact details for all performers (and do they have ours)? |  |  |
| * Are performing spaces and seating adequate? |  |  |
| * Is the power supply adequate and safe? |  |  |
| * Have speeches been written? |  |  |
| * Have gifts and prizes been procured? |  |  |
| * Are rules for winning prizes clear and communicated to all? |  |  |
| * Has a list of competitions been distributed to the Marketing Subcommittee? |  |  |
| * Has an equipment list been drawn up and given to Venue & Facilities Subcommittee? |  |  |
| * Have signage requirements been passed on to the Venue & Facilities & Marketing Subcommittees? |  |  |
| * Has a running sheet been developed for the event? |  |  |
| * Has the method for giving away prizes been decided; e.g. for raffles, door prizes, lucky seats? |  |  |
| * Has the MC been informed of the procedures for the event? |  |  |
| * Are we adhering to the budget? |  |  |
| * Have bookings been reconfirmed? |  |  |
| During event |  |  |
| * Is the stage set up? |  |  |
| * Is the sound working? |  |  |
| * Has everyone turned up on time? |  |  |
| * Are we running to schedule? |  |  |
| * Do we have enough seats? |  |  |
| * Do the entertainers need a drink or something to eat? |  |  |
| Post-event |  |  |
| * Have all prizes been allocated and distributed? |  |  |
| * Have performers been thanked? |  |  |

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| Stalls | Yes | No |
| Pre-event |  |  |
| * Have all stalls been finalised? |  |  |
| * Has each stall been allocated a coordinator? |  |  |
| * Has pricing been set for all items on stalls? |  |  |
| * Has a price been set for outside stallholders? |  |  |
| * Has a contact person been allocated to accept outside stall bookings? |  |  |
| * Have we advertised to prospective stallholders? |  |  |
| * Has the Marketing Subcommittee been informed of stalls for use in advertising? |  |  |
| * Have stallholders confirmed display and equipment requirements, and have these been passed on to the Venue and Facilities Subcommittee? |  |  |
| * Are all stallholders aware of parking, set-up and pack-up times? |  |  |
| * Are all stallholders aware of labelling and food handling requirements? |  |  |
| * Have signage requirements (including pricing) been passed on to the Venue & Facilities Subcommittee? |  |  |
| * Are we adhering to the budget? |  |  |
| During event |  |  |
| * Are stallholders aware of money-collection procedures? |  |  |
| * Do stallholders have appropriate and secure-bags for collection and storage of money? |  |  |
| * Is the signage all in place? |  |  |
| * Do stallholders have enough change? |  |  |
| * Do any stallholders need a top-up of supplies? |  |  |
| Post-event |  |  |
| * Have contributors and volunteers all been thanked? |  |  |
| * Have trestles and other equipment been cleaned and returned? |  |  |
| * Has all the money been handed over? |  |  |

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| Catering | Yes | No |
| Pre-event |  |  |
| * Has the cost of catering been factored into ticket prices? |  |  |
| * Has the format for serving of food been finalised? Buffet, sit-down meal, finger food, BYO? |  |  |
| * Has the procedure for serving drinks been finalised? |  |  |
| * Has pricing for catering been sourced from a variety of suppliers? |  |  |
| * Will there be options for people with special dietary requirements, such as vegetarians, vegans, and people with gluten or nut allergies? |  |  |
| * Has catering been booked? |  |  |
| * Have the risks of serving alcohol been considered and managed? |  |  |
| * Have all food handling and liquor permits been obtained? |  |  |
| * Have volunteers been briefed and trained? |  |  |
| * Are there enough napkins, plates, cutlery, cups etc? |  |  |
| * Is there adequate shelter over the food stalls? |  |  |
| * Is there adequate seating? |  |  |
| * Has an equipment list been drawn up and given to the Venue & Facilities Subcommittee? |  |  |
| * Have signage requirements (including pricing and ingredients) been passed on to the Venue & Facilities Subcommittee? |  |  |
| * Are we adhering to the budget? |  |  |
| During event |  |  |
| * Is enough food being served? |  |  |
| * Have specialist meals been distributed? |  |  |
| * Is all the signage in place? |  |  |
| * Are licence and permit conditions and regulations being adhered to? |  |  |
| Post-event |  |  |
| * Have contributors and volunteers all been thanked? |  |  |
| * Have trestles and other equipment been cleaned and returned? |  |  |

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| Volunteers | Yes | No |
| Pre-event |  |  |
| * Has the number and type of volunteers required been established? |  |  |
| * Are volunteers with special skills or knowledge needed? |  |  |
| * Has the need for volunteers been advertised in the newsletter? |  |  |
| * Has a contact list of volunteers been established? |  |  |
| * Has a job description been written for each volunteer? |  |  |
| * Has a roster been drawn up listing times and tasks? |  |  |
| * Has the roster been distributed to the volunteers and committee? |  |  |
| * Have the volunteers been trained and briefed? |  |  |
| * Have identification badges been created and distributed? |  |  |
| * Have refreshments been organised for volunteers? |  |  |
| * Is there a place to store volunteers' bags and other belongings? |  |  |
| * Is there a comfortable, separate area for volunteers to meet and rest? |  |  |
| * Are we adhering to the budget? |  |  |
| During event |  |  |
| * Has everyone turned up? Are there enough helpers? |  |  |
| * Does everyone know who’s doing what? |  |  |
| * Does everyone have identification badges? |  |  |
| * Is everyone aware of money-collection procedures? |  |  |
| * Is everyone aware of emergency procedures and contacts? |  |  |
| * Has anyone been working too long on a boring task? |  |  |
| Post-event |  |  |
| * Have volunteers been adequately thanked? |  |  |
| * Have volunteers been asked for their feedback on the event? |  |  |