## 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**

|  |  |  |
| --- | --- | --- |
| 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?
 |  |  |

|  |  |  |
| --- | --- | --- |
| 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?
 |  |  |

|  |  |  |
| --- | --- | --- |
| 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?
 |  |  |

|  |  |  |
| --- | --- | --- |
| 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?
 |  |  |