

Event Planning Time Line - Example

Note that these are only examples of tasks and you will add and/or create tasks specific to your event

Pre-Event Planning Stage Checklist	Completion	Who by
<p>Establish Event Organising Committee</p> <ul style="list-style-type: none"> • Identify delegated responsibilities <p>Funding and sponsorship</p> <ul style="list-style-type: none"> • Ensure adequate funding allocation for emergency services and health <p>Check local and regional event calendars</p> <p>Research events of a similar kind</p> <p>Select appropriate venue</p> <p>Apply for permits and licenses</p> <p>Contact emergency services I e, police (district HQ), fire, etc</p> <p>Identify and contact key stakeholders</p> <p>Identify relevant laws and regulations</p>		
Event Development Stage Checklist	Completion	Who by
<p>Conduct pre-event planning</p> <ul style="list-style-type: none"> • Core event team • Sub group meetings (With liaison to core team members) <p>Establish incident management team (large events)</p> <p>Develop site plan</p> <p>Develop hazard identification checklists</p>		

Prepare risk management plans Prepare emergency plans Prepare evacuation plans Prepare crowd control plans Establish Communication Plans <ul style="list-style-type: none"> • Radio • Public • Media Other		
Event Day Checklist	Completion	Who by
Complete Site Check <ul style="list-style-type: none"> • Food • Water • Toilets • General safety • Traffic/vehicle controls Brief emergency services Implement radio communications plan Brief incident management team (Large Events) Information desk/kiosk set up complete and briefed. General notes		
Post Event	Completion	Who by
Post Event debrief and evaluation meeting Completion surveys Make recommendations for safety Compile evaluation report		