Event Organiser’s Checklist

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| **Gather your documents** |
| Have you: | Y / N |
| Read our Event Organisers Toolkit 2021? | Y / N |
| Read our Event Approvals Guidelines? | Y / N |
| Attached your Public Liability Insurance | Y / N |
| Completed an Application to Hold an Outdoor Event? | Y / N |
| Reviewed Council’s fees and charges outlining the application fee? | Y / N |
| Attached an Event Management Plan? | Y / N |
| Attached your site plan? | Y / N |
| Attached an event run sheet? | Y / N |
| Attached a key contacts list | Y / N |
| Reviewed Neighbourhood Noise Restrictions Brochure | Y / N |
| For events with Food Stalls – ensure all food vendors review their requirements on Council’s website under Food Safety. | Y / N |
| Attached your Traffic Management Plan | Y / N |
| Attached your Transport Access Plan | Y / N |
| Attached your Pedestrian Access Plan | Y / N |
| Attached your Security Management Plan | Y / N |
| Reviewed the Work Health and Safety Act, 2011 | Y / N |
| Attached your Waste Management Plan | Y / N |
| Attached an event notification plan (if required)? | Y / N / N/A |
| For Roadside Banners - reviewed Council’s Street Trading policy & completed Street Trading Application form? | Y / N / N/A |
| Reviewed Council’s Inclusive Events Guidelines? | Y / N / N/A |
| For events with Amusement devices – reviewed SafeWork NSW guidelines? | Y / N / N/A |
| For events with temporary structures – reviewed NSW Legislation for guidelines | Y / N / N/A |
| For events with Stages – reviewed NSW Legislation for guidelines | Y / N / N/A |
| Attached your Risk Assessment/Management Plan | Y / N / N/A |
| For events with road closures – completed and submitted a Road Closure Application form? | Y / N / N/A |
| **COVID-19 Checklist** |
| Have you read to current Public Health Orders to ensure you comply? | Y / N |
| Have you got your QR Codes? | Y / N |
| Have you sourced a ticketing platform? | Y / N |
| Have you considered number counting for attendees? | Y / N |
| **How can Council help?** |
| Do you require Council to provide bin hire for your event? | Y / N / N/A |
| Do you require Council to provide waste disposal services for your event? | Y / N / N/A |
| Do you require Council to provide cleaning contractors for your event? | Y / N / N/A |