

# Event Checklist



Use this checklist to assist with planning your community event from start to finish. This list is a guide and not all tick boxes will apply to all events.

## 12 MONTHS PRIOR

- Assessment of need/demand/popularity of the event
- Event proposal draft – including an event plan, marketing plan and budget
- Approach sponsors / submit grant applications
- Discuss major road closures with an official traffic management company to obtain a Traffic Management Plan if required

## 6 MONTHS PRIOR

- Appoint event coordinator to give direction and meet deadlines
- Read our Community Events Guide
- Contact the City of Kalamunda Events team
- Check availability for venues and book. If you need to hire a City venue, reserve or public open space, go to the Facility Booking page on our website [Facilities & Function Hire | City of Kalamunda](#)
- Check availability and book entertainment, vendors or caterers
- Obtain Public Liability Insurance Certificate of Currency
- Hold a meeting on site to consider layout and/or room set up and accessibility for all people
- Submit an Event Application form

## 2 MONTHS PRIOR

- Complete Supplementary Documentation (not all forms are applicable to all events)

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|--|--|
| Event Food Stall   | Waste Plan                                 |
| Certificate of Structural Integrity                      | Traffic Management Plan                    |
| Certificate of Testing for Portable Electrical Equipment | Parking Plan                               |
| Certificate of Electrical Compliance                     | Risk Management Plan (1,000+ patrons)      |
| Noise/Event Notification Letter                          | Police Notification                        |
| Banner Application                                       | Construct, Extend or Alter Public Building |
| Site Plan  |  |

Book an accredited first aid support (St John Ambulance) or security if required

Events with alcohol must apply for permit to consume alcohol (supply or sale of liquor) from the Department of Racing and Gaming. Contact them on 1800 634 541 or visit [www.rgl.wa.gov.au](http://www.rgl.wa.gov.au)

Events with Firework displays must be run by a licensed contractor with permission for the Department of Mines and Petroleum. Contact them on 08 9222 3333 or visit [www.dmp.wa.gov.au](http://www.dmp.wa.gov.au)

Events with aviation must contact the Civil Aviation Safety Authority for use of airspace. Contact them on 131 757 or visit [www.casa.gov.au](http://www.casa.gov.au)

Secure any public liability insurances, and check all third-party contractors have submitted Certificates of Currency

Finalise and send invitations. Start advertising and promotion

### **14 DAYS PRIOR**

Final confirmation of all suppliers, stall holders, entertainers, and attractions

Final blast of advertising and promotions

Send all event organising team members, partners, and suppliers a contact sheet and event brief

### **THE DAY BEFORE**

Collect keys for venues

Check the venue for all the small things you may need

Check in with your suppliers and ensure that they have all relevant information

Pack a box with extra supplies possibly needed, sticky tape, scissors, tissues, etc

### **DAY OF THE EVENT**

Set up your event and get anything else required for the day

Brief team members and staff working at the event

Register attendees and / or offer feedback survey forms

Continually check supplies and supplier needs and comfort

Ensure event conditions are being met

### **AFTER THE EVENT**

Post event supplementary documents must be sent to the City

Complete feedback sent by the City about the event process and the event