

## Step 1: Plan well in advance

Be clear on what you want to achieve and re-visit this throughout the process of planning and delivering of the event. Some approvals can take up to 12 weeks to complete so allow plenty of time.

### What type of event is it? What are you going to call it?

Describe what you want to do and why.

Is this the best type of event to achieve the outcome/s you want?

### What types of activities will take place?

Will there be food vans, music, stalls, rides etc.

What infrastructure and equipment will you need?

For example– marquees, staging, PA equipment?

How are you going to manage the waste generated at the event?

**Note:** certain activities require different Council permits or approvals.

### When will it happen?

Confirm an event date and time.

Check what other events are planned on the same date.

Consider time of year and the weather to plan suitable venues.

Develop a contingency plan.

Is it a day or night event? If it is at night, you will need lighting.

## Where will it take place?

Can it be held indoors or is it best suited outside.

Factor in costs of hiring a venue or booking a park.

Do you plan to use Council owned facilities or land? If so, you will need to seek approval.

Does the venue have capacity to hold the number of people you aim to attend?

Does it have power and water?

Having all ability access and proximity to transport will enable greater attendance for all.

## Who is the target audience? How many people do you want to attend?

How will you engage all members of the community?

Are there specific factors required based on the age or ability of your audience?

Have you budgeted to have promotional material translated into various languages?

## Will you charge participants to attend? Y/N. If yes, how much?

Consider ways that will ensure your event is inclusive by keeping the event free or low cost.

**Note:** charging a fee may require extra permissions.

## Who do you need to talk with?

Make sure that you have informed neighbours and emergency services about the event.

A large event may require that you notify the Police, Ambulance Victoria, CFA or MFB.

If your event affects public transport either by increased traffic impacting on bus routes or if there is a road closure you need to let Public Transport Victoria know.

Some event permits and approvals may dictate who you need to inform and when.

**Note:** you may need to hire first aid staff and security.

## How many staff are needed?

Are they paid or voluntary? What is their role?
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## What is your budget?

Make sure you stick to it! Here is a budget example:

<b>Income</b>		<b>\$</b> <b>(total amount you have to spend)</b>
<b>Expenditure</b>		
Item	Description	Cost
<i>i.e marquee hire</i>	<i>Size 3x3. Require 4 in total</i>	\$450
		\$
		\$
		\$
	<b>Total Expenditure</b>	\$ <b>(this should not exceed the amount you have in income)</b>

## How will you measure success?

<p>Capture information on what was delivered and how many people attended.</p> <p>What do you want to know?</p> <p>Your plan should include details of how you will measure and evaluate the success of the event.</p> <p>How will you document this?</p>
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