

Event Planning

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This session's aim

Provide volunteers with:

- Ideas
- Advice
- Guidance



To help plan for an event – small or large.

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Session Overview

- Why, what and when?
- Who, where and how?
- Planning
- Approval?

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Why, What & When?

- Why?
  - community building
  - cultural development
  - tourism visitation and promotion
  - volunteer participation
  - community fundraising
  - infrastructure development
  - economic development.
  - the vitality and vibrancy of the Surf Coast economy
  - enhancement and support of environment values



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Why, What & When?

- What.....kind of event?


- Skills audit? Not again!!!

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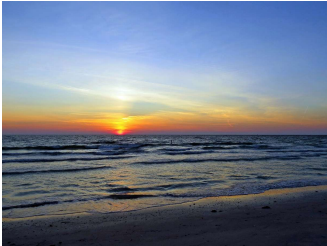
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Why, What & When?

- When?



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Who, Where and How?

- Who?



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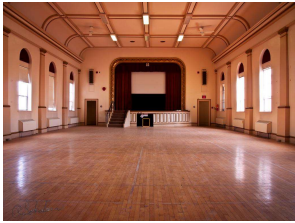
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Who, Where and How?

- Where?



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Who, Where and How?

- How?



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Keep calm and carry on.....

- BUT!!!



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Event Plan

ACTIVITY	LOCATION	TIME
Event Opens	See Site Plan	Saturday 10am
Food vendors open	Food Area	10am
Sideshow rides open	Amusements Area	10am
Stage program	Main Stage	11am – 9pm
Presentations/Speeches	Main Stage	3pm
Fireworks	Site edge – Site Plan	9pm
Event closes		9:30pm

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Site Plan



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Risk Management						
LIKELIHOOD	RISK RANKING MATRIX					
	5	10	15	20	25	
HIGH	5	10	15	20	25	
SIGNIFICANT	4	8	12	16	20	
MODERATE	3	6	9	12	15	
LOW	2	4	6	8	10	
NEGLIGIBLE	1	2	3	4	5	
CONSEQUENCE	NEGLIGIBLE	LOW	MODERATE	MAJOR	CATASTROPHIC	

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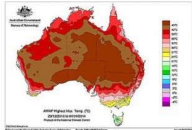
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### Emergency Management

- What could possibly go wrong?

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# Contact Lists

EVENT STAFF			
RESPONSIBILITY	EVENT REP	PHONE NO.	
Site Manager/Supervisor	David Hands	0411 xxx xxx	
Site Management Support	Simon Walk	0415 xxx xxx	
Liquor Licence	Joan Beard	0412 xxx xxx	
Food Vendors & Stall Holders	Joan Noone	0417 xxx xxx	
Safety Officer	Liz Laylor	0478 xxx xxx	
Chief Warden	David Hands	0411 xxx xxx	
Volunteer Coordinator	Sarah Tiff	0415 xxx xxx	
CONTRACTORS AND SUPPLIERS			
SERVICE	COMPANY NAME	STAFF	PHONE NO.
Portable Toilets	Dunniroos	Sam Flush	0485 xxx xxx
Marquee Hire	Tents Australia	Fred Pole	0485 xxx xxx
Cleaners	Clean Site	Sara Spring	0415 xxx xxx
Waste Hire	Go Aways	Dave Dert	0425 xxx xxx
Staging	On Stage Events	Tim Todd	0487 xxx xxx
Mechanical Rides	Spin Around	Alvie Marks	0528 xxx xxx
FOOD VENDORS			
NAME OF BUSINESS	LOCATION ON SITE MAP	Name	PHONE NO
Sammy's Sausages	FV1	Sam Snake	0428 xxx xxx
Jane's Juices	FV2	Jane Hare	0452 xxx xxx
Laure's Lollies	FV3	Laure Lake	0428 xxx xxx
Bills Bar and Bistro	FV3	Bill Lion	0428 xxx xxx

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Other Plans?



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Need a Permit?

- VCGLR & PoPE.....?



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Hang on, help is on its way.....

- Ask
- Learn



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Further help?

Your Peak Body  
Other Local Clubs

Council's Volunteer Advisor – 03 5261 0600 or  
[volunteering@surfcoast.vic.gov.au](mailto:volunteering@surfcoast.vic.gov.au)

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