

4.0 Event Management

4.1 The management of an event is essential in ensuring it is a safe and well run event for audiences, staff, artists, volunteers and anyone involved in the activity.

4.2 An event management plan is an essential document that captures how an organiser will approach the management of the event. Each event management plan will need to consider the multiple factors and areas that make up the event and is what will be presented to the Safety Advisory Group. The events management plan will include everything from:

- An event itinerary
- Access and egress
- Crowd management and stewarding
- Communication methods – for staff, volunteers and audiences
- Infrastructure requirements such as but not limited to: barriers, temporary structures (marquees/tents/stalls), toilets (including disabled facilities), fairgrounds/rides, camping
- Emergency procedures/contingency plans
- Security
- Medical/First Aid
- Food, refreshment and drinking water
- Information and welfare
- Policies on glass, alcohol and peddlers
- Traffic Management.