

Section 355 Small Event Checklist

Council Requirements

- Complete Pre-Event Analysis and lodge at least **6 weeks** prior to the committee event
- Complete the Event Risk Assessment and submit to Council
- Apply for Bring Your Alcohol (BYO) if appropriate for your event
- Check with Council for required consents and approvals such as development consent etc.

Venue

- Book and confirm venue
- Ensure First Aid Kit is readily stocked and available and allocate First Aid officers for event: _____
- Confirm catering for event _____
- Venue setup- make sure there is enough seating, correct power, internet, audio etc required for event
- Ensure the venue is accessible to people with disabilities
- Ensure there is adequate waste bins for event or arrange for special event bins by contacting Council
- Book security _____
- Book Entertainment _____
- Develop a plan for cleaning up the venue after the event

Marketing/ Communications Plan

- Create content
- Submit to Council for approval
- Nominate a Media Spokesperson and advise Council
- Confirm Print requirements such as: programs, invitations, menus, name tags, flyers, certificates, locality map, presentations, etc.
- Supply to printer by key date
- Add your event to the Tamworth Region website [Add your Event - Tamworth Region](#)
- Create a Facebook "Event" on your S355 committee FB page and share with community groups via social media
- Contact local media about your event
- Establish a communication plan for keeping attendees informed before, during and after the event

Budget

- Create an event budget, include potential sources of funding and sponsorship
- List all possible expenditure
- Ensure sponsorship is appropriate for event and permissible under Council's policies. Any potential or perceived pecuniary interests must be declared to Council

Event Signage

- Create signage design
- Confirm signage requirements (e.g., directional signage, parking signage, area signage, restroom signage etc.)
- Confirm if signage holders are required or who/ how it will be installed

Volunteers

- Confirm shift requirements (i.e., volunteer room, water, catering etc)
- Create a volunteer roster
- Create a volunteer Sign On/ Sign Off sheet

Attendance and Registration

- Create and send invites
- Set up a registration system for people to register if applicable
- Create a list of VIP invitations required
- Complete the Mayor and Councillor Booking Form (If required-this also includes a link to Council's civic protocol guidelines) [Book the Mayor or Councillors](#)
- Understand the timeframe required to invite the VIP's and protocol requirements
- Work in VIP protocol requirements into run sheets, room set ups and catering
- Reserve seating, car parks, etc. if required

Event Specific Requirements

- Create a schedule/ run sheet for event
- Arrange Welcome to Country/ Acknowledgement of Country

A Welcome to Country is a speech or ceremony delivered by an invited local Elder to welcome people to the traditional land on behalf of the local

Aboriginal custodians. An Acknowledgement of Country may be delivered by an Indigenous or non-Indigenous person and can be delivered after the Welcome to Country, or it may be delivered alone by a non-Indigenous person when no Indigenous person is engaged in the official ceremony. It acknowledges the traditional owners of the area and may take place at public events.

The following wording is recommended for Acknowledgement of Country:

'I would like to acknowledge the Gamilaroi/Kamilaroi people, who are the traditional custodians of this land. I would also like to pay respect to Elders past and present and extend that respect to other Aboriginal people present here today/tonight.'

- Awards-** Are they required (certificates, medals, trophy's etc.)? If so design and order
- Speaker/ Special Guest Gift/ Thank you requirements-** Are they required during the event if so design and order

Post Event Requirements

- Complete Post Event Analysis and submit to Council
- Send out thank you letters as required
- Finalise all bills and payments
- If it is an annual event; tentatively book dates with suppliers that need advanced notice