

## Section 355 Large Event Checklist

### Council Requirements

- Complete Pre-Event Analysis and lodge at least **6 months** 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.
- Will Council staff be required for assistance before/ during/after event? \_\_\_\_\_

### Venue

- Confirm date and time \_\_\_\_\_
- Book and confirm venue
- 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
- Book security
- Develop a plan for cleaning up the venue after the event
- Confirm alternate wet weather venue

### Marketing/ Communications Plan

- Create content
- Submit to Council for approval
- 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
- Create a schedule/ run sheet for event
- 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

## 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

## Catering

- Confirm catering for event
- Ensure caterers comply with the NSW Government Food Authority - please refer to their website for further detail [Markets and temporary events | NSW Food Authority](#)

## 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

### First Aid

- Ensure First Aid Kit is readily stocked and available and allocate First Aid officers for event
  - If this is a high-risk event (e.g., horse sports, sports events, events with over 500 people in attendance etc) your event may require an event medic (i.e. St John's or Beneficial Safety)
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### Markets

- Confirm standard space/ equipment provided in stall (e.g., 3m x 3m stand with trestle table, 2 x chairs and standard power included in hire, etc.)
- Set stall hire price \_\_\_\_\_
- Confirm amount of stall holder spaces available and if power is available
- Distribute Market Stall Holder registration forms (these will be provided the Place Management team)
- Create Online registration form (Please contact the Place Management team for the correct terms and conditions to be provided to all registered Market Stall Holders
- Advertise for Market Stall Holders

## Markets (cont.)

- Ensure food vendors comply with the NSW Government Food Authority please refer to their website for further detail [Markets and temporary events | NSW Food Authority](#)
- Send final communication confirming bump in and out timings and any additional information

## Entertainment

- Confirm entertainment
- Confirm requirements for entertainment such as:
  - Accommodation
  - Dressing rooms
  - Food and beverage
  - Staging and audio visual
  - Transportation
  - Public Liability
  - Risk Assessment
  - Security requirements

## Waste Management

- Ensure there is adequate waste bins for event or arrange for special event bins by contacting Council
- Order special events bins - please contact the Place Management Team by email [placemanagement@tamworth.nsw.gov.au](mailto:placemanagement@tamworth.nsw.gov.au)
- Ensure waste is removed from venue in timely manner

## Fireworks

- Seek prior approval from Council to have Fireworks at the event
- Ensure there is adequate budget for fireworks
- Ensure the appropriate permits are obtained or a licenced pyrotechnician is engaged - for more information refer to the NSW Government SafeWork Website [Fireworks | SafeWork NSW](#)

## Traffic Management Plan

- Is there adequate parking for the size of the event at the venue (please note parking is not permitted on private land for Council managed events)
- Are road closures required?
- If so, submit an application form for Traffic Management for a Special Event to Council at least **6 months** prior to the event. More information can be found here [Traffic Management for Special Events | Tamworth Regional Council \(nsw.gov.au\)](#)

## Amusement Devices

- Advise the Place management Team in regards to amusement devices
- Advise amusement device operators are required to apply for a Section 68 approval under Section 68 of the Local Government Act 1993 - more information can be found on the Department of Planning and Environment website [Section 68 of the Local Government Act 1993 | Planning Portal - Department of Planning and Environment \(nsw.gov.au\)](#)

## Merchandise

- Is any required?
- Obtain Council approval for merchandise prior to ordering
- If so design, order and set costs
- Coordinate a merchandise stand and cash float/ eftpos for the day

## Crowd Management Plans

- Book security
- Will large crowds be gathering near a road?
- Are marshals, barriers, further road closures required?
- Notify local Police

## Liquor Licence

- Seek prior approval from Council to having alcohol for sale at the event
- Apply for a liquor licence. Please refer to the NSW Government Liquor & Gaming NSW website for further information [Apply for a liquor licence - Liquor & Gaming NSW](#)  
Please allow a minimum of **4 months** prior to event for a liquor licence
- Book security- 1 licensed security guard per 100 people in attendance

## Welcome to Country/ Acknowledgement to Country

- 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.'*

## Bump In/Bump out

- Coordinate how and when people/vendors can arrive/ depart
- Assign bump in/bump out coordinator/s

## 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