





















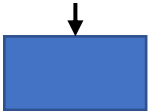
Process Flow Chart Event Management (31)

049T
(October 2022)

Task	Process	Resource	Links
Establish an Event Organising Committee			
Undertake pre-event planning to determine what the event will be, location, responsibilities, etc			Event Planning Checklist (052F)
Identify and consult with stakeholders for the event			
Obtain relevant approvals and permits including for the sale of alcohol			
If donated food will be sold as part of the event, implement a register to track who provided the food and ingredients that were used			Donated Foods / Supplier Register (021F)
Check that public liability insurance covers the event			

Identify risks and hazards that are associated with the event		↓ 		 015RA	Event Management Risk Assessment (015RA)
Develop an Event Emergency Management Plan to record emergency information and processes for incident management		↓ 		 016T	Event Emergency Management Plan (016T)
Clearly communicate bump in/out times to contractors, exhibitors, vendors, etc		↓ 			
Determine if more toilets are required dependant on the number of expected attendees		↓ 			
Determine first aid requirements dependant on the number of expected attendees		↓ 			
Identify and implement controls around traffic and pedestrian management		↓ 			
If amusement devices are being hired, ensure that they appropriately installed have restraint systems and access is to the device is restricted		↓ 			
Ensure contractor and volunteer management processes are implemented		↓ 			

Undertake a post-event debrief to review and identify areas for improvement



027F

[Event Debrief and Evaluation Form \(027F\)](#)