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| **General Event Overview** |
| **Event Name:** |  |
| **Event Dates:** | **This template includes all of the areas that are covered in the Event Management Plan – they may not be applicable to your event.** **This is just a starting point.** **You can change, add or remove rows and sections as required.** **Delete this text box to get started.**  |
| **Venue:** |  |
| **Summary/Objectives:** |
| **PARTICIPANTS:** | Target | Actual |
| Spectators |  |  |
| Admission price |  |  |
| Economic benefit estimation*(this will be required if you received Grant Funding – Find the formulas on the Coffs Coast Events website under ‘Evaluation’*) |  |  |
| **Report By Area Of Operation** |
| **FOOD AND BEVERAGE** |
| Notes/Challenges/Successes |  |
| Recommendations: |  |
| **VENUE** |
| Notes/Challenges/Successes |  |
| Recommendations: |  |
| **ACCESS/TRAFFIC + TRANSPORT/PARKING** |
| Notes/Challenges/Successes |  |
| Recommendations: |  |
| **SECURITY** |
| Notes/Challenges/Successes |  |
| Recommendations: |  |
| **STAFFING** |
| Notes/Challenges/Successes |  |
| Recommendations: |  |
| **VOLUNTEERS** |
| Notes/Challenges/Successes |  |
| Recommendations: |  |
| **WASTE** |
| Notes/Challenges/Successes |  |
| Recommendations: |  |
| **TICKETING** |
| Notes/Challenges/Successes |  |
| Recommendations: |  |
| **SUB CONTRACTORS / VENDORS** |
| Notes/Challenges/Successes |  |
| Recommendations: |  |
| **CLIENT / STAKEHOLDERS** |
| Notes/Challenges/Successes |  |
| Recommendations: |  |
| **MARKETING** |
| Marketing Objectives: |  |
| Notes/Challenges/Successes |  |
| Recommendations: |  |
| **RISK MANAGEMENT** |
| Notes/Challenges/Successes |  |
| Recommendations: |  |
| **BUDGET** | Target | Actual |
| Budget |  |  |
| Notes/Challenges/Successes |  |
| Recommendations: |  |
| **Notes/Recommendations By Day** |
| BUMP IN |  |
| OPERATIONAL DAYS |  |
| BUMP OUT |  |