|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 |  | | | |