EVENT NOTIFICATION

|  |  |
| --- | --- |
| (INSERT TODAYS DATE HERE) | |
|  |  |
|  | **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.** |
| **RE:** (INSERT EVENT NAME HERE) | |

Keep the content short and sharp and to the point outlining key times and activities. If there are specific activities planned that could prove disruptive such as excessive noise or fireworks be specific about times and locations of these activities. It’s a good idea to highlight in bold some of the key details of the event as shown in the following:

|  |  |
| --- | --- |
| **EVENT DATES:** | (INSERT DATES HERE) |
| **EVENT TIMES:** | (INSERT TIMES HERE) |
| **EVENT LOCATION:** | (INSERT LOCATION HERE) |
| **ROAD CLOSURES:** | (INSERT ROAD CLOSURES HERE) |

Where you are sending this letter to Emergency Services including Police, Ambulance, Fire Brigade and the SES it’s a good idea to include a Site Plan of the event highlighting where Emergency Vehicle Access will be maintained.

Where roads are proposing to be closed it’s a good idea to include a Traffic Control Plan (TCP) showing affected residents and businesses the measures in place to minimise disruption to the non-event public.

For more information, please contact:

|  |  |
| --- | --- |
| **EVENT CONTACT:** | (INSERT NAME HERE) |
| **PHONE:** | (INSERT PHONE HERE) |
| **EMAIL:** | (INSERT EMAIL HERE) |
| **ADDRESS:** | (INSERT ADDRESS HERE) |