**EVENT MANAGEMENT PLAN FOR**

**Event:**

**Venue:**

**Date:**

**Event Coordinator**

**Name:**

**Position:**

**Company:**

**Contact Number:**

**Email Address:**

**Venue Coordinator**

**Name:**

**Position:   
Company:**

**Contact Number:**

**Email Address:**

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| INTRODUCTION TO EVENT | |
| Event Background: |  |
| Event Description: |  |
| Event Goals: |  |
| Event Objectives: |  |

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| EVENT DETAILS | |
| Event Name: |  |
| Organisation: |  |
| Event Location: |  |
| Event Venue: |  |
| Venue Address: |  |
| Anticipated Participants: |  |
| Anticipated Crowd: |  |
| Event Date(s): |  |
| Event Commences: |  |
| Event Concludes: |  |
| Set Up Time Required: |  |

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| --- | --- | --- |
| Cleaning Schedule | | |
| Who: | When: | Where: |
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| Staff Roster | | |
| Name: | Start Time: | Finish Time: |
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For a more thorough sign on sheet please refer to <http://www.coffscoastevents.com.au/free-templates/> and download the Free Sign on Staff & Volunteer Templates.

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| Volunteer Roster | | |
| Name: | Start Time: | Finish Time: |
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| VENUE INFORMATION |
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| Conditions of Entry: |
| Smoking Policy: |
| Lost Property: |
| Parking: |
| Emergency Procedures: |

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| Facility Allocations | |
| Area: | Allocation: |
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| EVENT REQUIREMENTS | |
| Required: | Description: |
| Food & Beverage Requirements: | |
| Approval/ Permit Requirements: | |
| Amenity Requirements: | |
| Vendor Details: | |
| Supplier Details: | |
| First Aid Requirements: | |
| Security: | |
| Other: | |

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| Set Up Requirements | |
| Requirement: | Delegated To: |
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| MARKETING AND PROMOTIONS |
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| Ticketing: |
| Event Photography: |
| Media: |
| Merchandise: |
| Advertisement: |
| Other: |

FINANCIAL MANAGEMENT

Insert Your Budget Here. Download Free Template from

<http://www.coffscoastevents.com.au/free-templates/>

RISK ASSESSMENT

Insert Your Risk Assessment Here. Download Free Template from <http://www.coffscoastevents.com.au/free-templates/>