|  |  |
| --- | --- |
| **Event Details** | |
| **Event name** |  |
| **Event date/s** |  |
| **Event time/s** |  |
| **Venue and address** |  |

|  |
| --- |
| **Budget example** |
| *Example budget of an official opening for invited guests only, with morning tea* |

|  |  |  |
| --- | --- | --- |
| **INCOME** | **Minimum Budget $** | **with extras**  **$** |
| Sponsorship (eg Developer - prizes) |  |  |
| Sponsorship (eg Media outlet, inkind advertising) |  |  |
| Core Budget - project number XXXX | 1,240 | 3500 |
|  |  |  |
| **TOTAL (ex GST)** | **1,240** | **3500** |
|  |  |  |
| **EXPENDITURE** |  |  |
| Portable A/V - internal hire |  |  |
| Marquees - internal hire |  |  |
| Trestles (x 2) - internal hire |  |  |
| Lectern - internal hire |  |  |
| Chairs x 60 @ $2 each (external supplier) | 120 | 120 |
| SCC Banners - internal charge |  |  |
| Project signage |  | 300 |
| Plaque |  | 100 |
| Unveiling curtain - internal hire |  |  |
| Ceremonial Scissors / Spade - internal hire |  |  |
| Ribbon - internal supply |  |  |
| Gifts |  | 200 |
| Guest giveaways (ie celebratory drink bottle) |  | 300 |
| Photographer |  | 200 |
| Catering x 60 $ 12 p/h | 820 | 820 |
| Entertainment (i.e. string quartet) |  | 500 |
| Events Officer (A/H or weekend) - where relevant | 300 | 300 |
| Refuse Bins (if required) @ $25 (min 4) |  | 100 |
| Portable Toilets @ $200 |  | 200 |
| Generator (20KV) |  | 350 |
|  |  |  |
| **TOTAL** | **1,240** | **3,490** |

| **Event Checklist** | | | |
| --- | --- | --- | --- |
| **Task** | **Who** | **When** | **Status** |
| **Administration** | | | |
| Determine type of event | Event Coordinator | Start of project |  |
| Develop communication plan for event | Event Coordinator | Start of project |  |
| Establish Budget | Event Coordinator | Start of project |  |
| Develop an event brief / plan / schedule | Event Coordinator | Start of project |  |
| Contact list – listing all relevant stakeholders, roles and contact details | Event Coordinator | Start of project |  |
| Checklist – ensure this checklist is up to date and includes appropriate timelines. | Event Coordinator | Start of project |  |
| Arrange schedule for regular team meetings with relevant stakeholders | Event Coordinator | Start of project |  |
| Organise agenda’s and a minute taker | Event Coordinator | Start of project |  |
| **Community Engagement** | | | |
| Contact local businesses and community groups to become involved in the event | Event Coordinator | 12 weeks out |  |
| Advise local businesses and residents of the event, any road closures | Event Coordinator | 6 weeks out |  |
| **Reports** | | | |
| Provide status reports to stakeholders regularly | Event Coordinator | Ongoing |  |
| Final event report | Event Coordinator | Post - Event |  |
| **Procurement and Finance** | | | |
| From your event plan source and secure the external services you require | Event Coordinator | 11-12 weeks out |  |
| Organise purchase orders (in advance) | Event Coordinator | Ongoing |  |
| Start budget spreadsheet and update throughout event | Event Coordinator | Ongoing |  |
| **Run Sheet** | | | |
| Prepare an event run sheet outlining all the tasks for event set up, during event and event bump out | Event Coordinator | 8 weeks out with ongoing updates |  |
| **VIP’s and dignitaries** | | | |
| Invite local councillors to the event | Event Coordinator | 6 weeks out |  |
| Invite [Federal and State Members](http://www.parliament.qld.gov.au/) to attend event and VIP area (if relevant) | Event Coordinator | 6 weeks out |  |
| Send event pack with car passes, maps | Event Coordinator | 2 weeks out |  |
| Organise a Welcome to Country (if applicable) | Event Coordinator | 10 weeks out |  |
| Prepare any notes or speeches for any of the above mentioned (if applicable) | Event Coordinator | 4 weeks out |  |
| **Media and Marketing** | | | |
| Fill out a communications plan with list of dates and publications in which you wish to advertise or promote | Event Coordinator | 12 weeks out |  |
| **Invitation (design)*:*** | | | |
| If need any flyers, posters, adverts deisgned, enlist an external designer to create documents for you | Event Coordinator | 11 weeks out |  |
| **Distribution** | | | |
| Prepare invitation distribution list and ensure you include information about your wet weather contingency plans | Event Coordinator | 8 weeks out |  |
| Send out electronic and hard copy invitations | Event Coordinator | 6 weeks out |  |
| **Photography** | | | |
| Determine if photographer required or if officer photography is sufficient | Event Coordinator | 12 weeks out |  |
| Get quotes and book photographer | Event Coordinator | 10 weeks out |  |
| Ensure a photo consent form sent to photographer and available at event | Event Coordinator | 4 weeks out |  |
| **Operations** | | | |
| **Maps** | | | |
| Determine all site / venue availability including site sizes and power | Event Coordinator | 8 weeks out |  |
| Prepare overall site map and finalise locations i.e. licensed areas and Designated Outdoor Smoking Area - DOSA | Event Coordinator | 6-8 weeks out |  |
| Prepare other required maps i.e. road closures, parades etc | Event Coordinator | 4 weeks out |  |
| **Permit for Public Open Space activity** | | | |
| Book venue and fill out appropriate application / paperwork ensuring you get quotes and book any external service providers:   * [Council Open Space Application](http://www.sunshinecoast.qld.gov.au/sitePage.cfm?code=events)   + ***Catering - QUOTES***   + ***Amenities/Toilets - QUOTES***   + ***Rubbish disposal*** ***- QUOTES***   + ***Temp structures*** ***- QUOTES***   + ***Electricity/Generators - QUOTES***   + ***Fireworks - QUOTES***   + ***Security*** ***- QUOTES***   For assistance in filling out event applications [see guidelines](http://www.sunshinecoast.qld.gov.au/sitePage.cfm?code=events) | Event Coordinator | 12 weeks out |  |
| Conduct site visit and identify infrastructure, power and lighting requirements | Event Coordinator | Prior to 12 weeks out |  |
| Book any extra services required in accordance with the event application above i.e. toilets, generators, bins | Event Coordinator | 9-11 weeks |  |
| Arrange for collection of keys / swipe cards and after hours access if required | Event Coordinator | 2 weeks |  |
| Conduct final site visit | Event Coordinator | 1 week |  |
| **VIP Area** | | | |
| Determine if VIP area required and if so what it will include i.e. catering, seating, theming, signage | Event Coordinator | 9 weeks out |  |
| Book and organise above items | Event Coordinator | 9 weeks out |  |
| **Equipment List** | | | |
| Prepare hire equipment list (tables, chairs, marquees etc) identifying locations of each (external providers) | Event Coordinator | 11 weeks out with ongoing updates |  |
| Get relevant quotes and book | Event Coordinator | 10 weeks out |  |
| Prepare site maps and arrange delivery times | Event Coordinator | 6-8 weeks out |  |
| Ensure mobile contact numbers for all hire companies for on the day | Event Coordinator | Ongoing |  |
| **Signage** | | | |
| Prepare a event signage list (not project acknowledgement):   * Directional signage (toilets, no entry) * Promotional signage * Sponsor / Partner signage * Program | Event Coordinator | 7 weeks out |  |
| Collect existing signage | Event Coordinator | 1 week |  |
| Order and / or print remaining signage | Event Coordinator | 4 weeks |  |
| **Entertainment** | | | |
| **Master of Ceremonies (MC)** | | | |
| Identify and get quotes | Event Coordinator | 10 weeks out |  |
| Send confirmation and contract | Event Coordinator | 9 weeks out |  |
| Obtain signed contract – ensure contract is signed by both parties | Event Coordinator | 8 weeks out |  |
| Prepare MC notes and script | Event Coordinator | 6 weeks out |  |
| Send through notes / script, event brief, map and run sheet | Event Coordinator | 4 weeks out |  |
| **Entertainment** | | | |
| Identify acts and get quotes | Event Coordinator | 10 weeks out |  |
| Book acts / artists by sending confirmation and artist contract | Event Coordinator | 9 weeks out |  |
| Complete an artist register and program | Event Coordinator | 8 weeks out |  |
| Obtain signed contract – ensure contract is signed by both parties | Event Coordinator | 6 weeks out |  |
| Send through entertainment notes, event brief, map and run sheet including bump in and out instructions | Event Coordinator | 4 weeks out |  |
| **Theming** | | | |
| Arrange theming with:   * Internal signage / equipment * External theming company | Event Coordinator | 9 weeks out |  |
| **Prizes / Gifts** | | | |
| Identify and organise speaker / performer gifts (if required) | Event Coordinator | 8 weeks out |  |
| **Catering** | | | |
| Identify catering requirements:   * VIP area * Entertainers * Volunteers * Staff | Event Coordinator | 10 weeks |  |
| Get quotes from catering companies | Event Coordinator | 9 weeks |  |
| Confirm menus and prices | Event Coordinator | 8 weeks |  |
| Confirm final numbers | Event Coordinator | 2 weeks |  |
| Arrange for food delivery or pick up | Event Coordinator | 1 week |  |
| **Post - Event** | | | |
| **Administration** | | | |
| Restock all event and tool boxes | Event Coordinator | Post event |  |
| Put photos and / or any competition results on the web and file accordingly | Event Coordinator | Post event |  |
| **Debrief** | | | |
| Arrange debrief with event staff involved | Event Coordinator | Post event |  |
| Arrange debrief with other relevant stakeholders | Event Coordinator | Post event |  |
| Write an event report | Event Coordinator | Post event |  |
| **Acknowledgements** | | | |
| Write thankyou letters / emails and send to all stakeholders, suppliers, volunteers and other relevant event staff | Event Coordinator | Post event |  |
| **Finance** | | | |
| Ensure all invoices are received, reconciled and paid | Event Coordinator | Post event |  |
| Bank any income | Event Coordinator | Post event |  |