

Event Planning Guide

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1. Introduction

Congratulations you have decided to put on an event. You may be starting to ask yourself some of the following questions.

- Where do you start?
- Where do you host it?
- Who will come?
- How do you get them there?
- What are the council requirements?
- Where do we get the money?

Public events require much planning and there are many variables to take into consideration. This guide is designed to assist you in the process of organising your event and to help you with these variables. So good luck and remember with careful planning your event has far more chance of being successful.

This guide consists of the planning section and an appendix section. The planning section helps you through the process of organising the event. It is recommended that you read through this completely to get the overall picture.

The appendix section is a series of templates and examples that you can use as planning sheets.

2. Developing the Idea

Right, you have an idea, so it is time to flesh it out and see what it really looks like.

- What is the event all about? What activities might there be?

Depending on where you are at with your idea there are a number of ways to gather this information. Whatever way you go remember to consider all ideas as from one idea another will generally sprout.

- **Brainstorming:** Bring together the people with the passion and the vision to brainstorm out what the day might look like. Let the mind go wild and see what comes out. Some ideas will spark others and you may be surprised with what ideas you end up with.
- **Group Discussion:** If you already have some ideas then a group discussion is useful to toss around proposals.

2.1 What is the Objective of your Event?

What is it that you want to achieve from your event? What will the result of the event be and how will you know if you have succeeded. More often than not your sponsors or grant application will ask you what your objectives are, so it's best to work on this early.

You should be able to state your objectives in bullet point form concisely and clearly.

For example:

- to raise funds for local community groups
- to provide space for families to play together
- to attract visitors to our district and promote what our district has to offer

2.2 Who is your event for?

This is where you get specific about for whom you are tailoring your event.

Some example questions that you may need to answer:

- Who is your event program for? What ages? Where do they live?
- What are the cultural values or customs of your target group that may impact upon your program or event?
- What assistance is potentially required for all to participate in the event?
- How do they get information about what is happening in the community? (Be specific, different areas of residency, youth get information from social media whilst families get a lot of information from schools, others may get from media)
- What else do you know about them that is important?

2.3 What does your Target Group or Audience Want?

Your event needs to meet the needs of your community and or participants.

- **Questionnaire:** Use this method to gather concrete information. Find out what your target audience wants to do and how much they can afford to pay. Be clear about what you want to find out and why.
- **Sample questions maybe:** What kind of activities and events does your target audience do or attend? What else is happening in the community for this group?

2.4 Making sure the Event is a Good Idea

With more information under your belt – this is a very good time to go back and check out your idea.

- Does the idea fit with the audience?
- Are you giving your audience what they want?
- Will they come to your event?

If your answer is no to any of these questions you need to go back to the drawing board. Do not get caught up with running an event because you think you have to or need to. Gaining the support of your community early on is important. Keep them informed of what you are planning in general terms and highlight the benefits that will come to their district from staging this event.

3. Planning the Event – Things You Will Need to Consider

This is where you gather all the information and begin to tackle the process of bringing the day together. By compiling all information you can start assessing venues, equipment required, finances needed, volunteer pool required, dates to hold the event, location etc.

This information will also help you with marketing, advertising, promoting, acquiring funding and sponsorship. It will also aid you to keep focused on the event you have chosen to run. You will find you will need to add more information as your event becomes more concrete.

3.1 The Overview

- **Event Title:** Choose a title that reflects the event and or audience. Make it ‘catchy’ if you can.
- **Date of event:** Find out what other events are on around the time you want to hold your event. Make sure you do not compete with other events as this may lead to funding clashes as well as competing for your audience. To find out what events are on check with the events calendars on www.MidCanterburyNZ.com/events/ and www.ashburtononline.co.nz.
- **Time and length of event:** Think about the best time that suits your audience. Is it a weekend, a day, morning, night? How long does the event run for?
- **Objectives:** Clearly state what your objectives are. Not only will this keep you focused it will also help when applying for sponsorship.
- **Event outcome:** Clearly state what the outcome of your event will be. Bullet points serve well as they are to the point and clear.
- **Description of event:** You will need to be able to describe your event for news stories, advertising on websites, funding and sponsorship. Keep it brief and ensure you capture the essence of the event.
- **Event program:** What is going to happen on the day? The clearer this is, the better the event will be on the day.
- **Demographics of participants:** This is where you describe who your audience is; what age they are, where they come from. Funders will be interested in this detail to assess the economic and social benefits your event will have on the community or district.
- **Number of participants:** How many participants do you want at the event? This is important to know for decisions around possible toilet hire, parking, emergency procedures and health and safety to name a few.
- **Number of entertainers/stall holders:** How many stall holders/entertainers or other such like activities will you have at the event and where are they coming from? Funders will be interested in this detail for reasons of economic benefit to communities.

Refer to Appendix 3.1 for:

- **Event checklist example**

3.2 Venue Requirements

Be clear about what you will need for your event so you can make a good decision on your venue.

Ask questions such as:

- Does the venue have the appropriate facilities?
- Is the venue close to other services?
- Is there access for emergency vehicles?
- Are there adequate entry and exits for patrons – especially in bad weather?
- Is there enough space for crowd movement within the site?
- Is there provision for people with disabilities?
- Are there hazards in the area?
- Is it adequate for parking and allowance for traffic?
- What is the potential impact on the environment?
- Can you easily dispose of waste and refuse?
- What are the weather factors including shade?
- What other events/activities/sports are held at this venue/location?
- Is there adequate accommodation available close to the venue or in the district?
- Does the venue provide visible profile for the event?
- What are the requirements when playing music that is copyright?

Refer to Appendix 3.2 for:

- **Possible event venues**

3.3 Organising Structure

Legal Structure

If your group has been newly formed you should gain legal advice on the appropriate legal structure for your group. Your legal structure will reflect the group's goals. The legal structure could be a Trust, Limited Liability Company, individual or something else.

A non-profit making legal structure will help you qualify for many of the community grants. Ensure you have your legal structure in place before applying for any of these grants. Keep in mind this may take months to put in place and there may be costs involved with the set up.

Some event committees decide to become an umbrella group under another club or like-minded group who already have an appropriate legal structure. These are all possibilities and your own situation will determine the structure best for you.

Organising Committee

This might be already determined or may need to be set up, incorporation members from other groups, clubs or organisations etc. This team of people is very important to the overall success of the event. They need to be completely committed to the event and have the time to dedicate to planning the event.

The team needs to be set up early and is responsible for preparing a strategic plan. This will encompass the group's vision, goals and outcomes. They will establish policies but leave the day to day management to the appointed event manager.

Look at the skill base of the organising committee. You need people with sponsorship and fundraising experience, financial planning experience, organisational skills, good communication skills and people who have connections to media and/or business.

It is important to establish the right team with the right mix. Different skills will be required from the various members of your team or committee. The first person to be established is the coordinator/chairperson/convenor as it will be this person that will maintain the overview of the event throughout the process of bringing it together and on the day.

Each member should know what they are responsible for, i.e. have a job description – what tasks they are responsible for, deadlines and whom they report to. This is better written down but at the very least it should be talked about and recorded in the minutes.

Focusing on writing a job description often highlights important areas that need to be covered by someone or tasks that would be better done by someone else. As with most planning, tasks often become clearer and you are less likely to forget things if you write it down. By writing it down you are forced to focus on the task and the steps required in achieving it.

It is also the job of the organising committee to prepare the initial plan and budget for the event. This will look at the issues above but will also give the best and worst case scenarios for the event. They should also prepare a list of duties to be co-ordinated by the Event Manager and make this appointment once they have decided to proceed.

Event Manager

This person is responsible for the overall management, administration, coordination and evaluation of the event.

The Event Manager will:

- Develop an operational plan from the strategic plan prepared by the organising committee
- Recruit additional help
- Communicate and co-ordinate leaders of different committees
- Foresee any problems and solve them
- Be responsible for reporting back to the organising committee
- Prepare the events critical path and working budget

They may be assisted in some areas but the responsibility lies with them. In a small event, the Event Manager will often discuss much of this with the organising committee but will make the day to day decisions taking into account the committee's ideas. Any major decisions should be made in conjunction with the organising committee.

Refer to Appendix 3.3 for:

- **Possible roles and tasks example**

3.4 Council Requirements – Licences, Permits, Consents

Talk to the Ashburton District Council and find out what consents, permits and licenses you require. You should do this early in your planning to ensure you are able to obtain the bookings you require.

For example:

- Advertising signs on the road reserves (billboards)
- Food and liquor
- Noise
- Consents: amusement equipment, temporary structures, fire etc
- Traffic management plans

Or visit www.ashburtondc.govt.nz

Advertising Signs on the Road Reserve

A temporary sign can be used for a recreational event, amongst other things, within the Ashburton District. They can have a maximum area of 5sqm and are permitted to be installed six months prior to the event and removed within one week of the completion of the event.

No sign is permitted to be hung in any way to power poles, telephone poles, traffic controls or to fences on any public property.

Before any sign is installed a written application must be made to Council. Applications must be in writing and accompanied by a map showing the location of proposed signs.

Liquor Licensing

If you are holding an event where liquor will be sold either over a bar, by a ticket system, on a vehicle travelling to an event (conveyance), or the cost of liquor is included in pre-sold tickets, then a Special License is required.

A Special Licence allows for the sale and supply of liquor at an event such as:

- A sporting event, street party, function etc.;
- Can also be issued to a licensee for an extension of hours;
- Issued for only one occasion, and it cannot be renewed;
- Can apply for more than one date covering the same type of event;
- Special Conveyance Licence applies to any ship, ferry, aircraft, hovercraft, train, coach, or other vehicle used for the transport of persons.

A Special License issued under Section 73 of the Sale of Liquor Act 2012 authorises the holder of the Special License to sell and supply liquor to anyone attending any event, or series of events, at a location that is unlicensed.

An application may also be made for Off License sales. Licenses of this nature are generally issued for events such as wine and food festivals.

All applications for Special Licenses must be lodged at least 20 working days prior to the event. If an application for a Special License is received less than 20 working days prior to the event, there are no guarantees that the application will be processed in time for the event. If no license is approved then no alcohol can be sold or supplied at the event.

Each application must be supplied with:

- Applicable fee
- Fully completed application, duty manager details
- Ensure the venue meets Fire and Building Safety requirement

Food, non-alcoholic drinks and low alcoholic drinks must be available at all events for which a Special License is issued. In keeping with Host Responsibility and accepted practice, the food, or a range of it, must be available continuously.

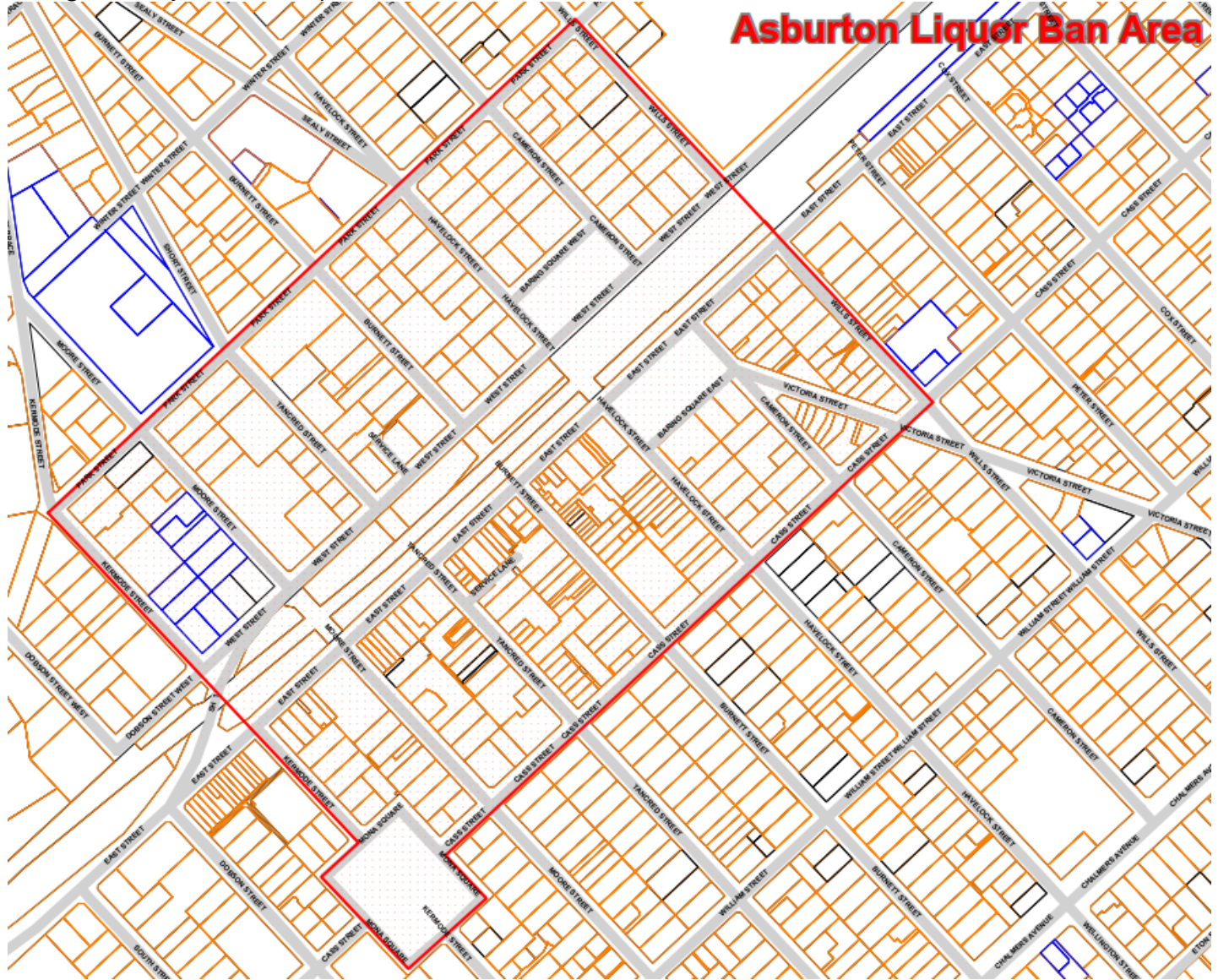
Where a Special License is sought for an event that involves a significant number of people or has a particular public component, the New Zealand Police and District Licensing Agency may require additional detailed information.

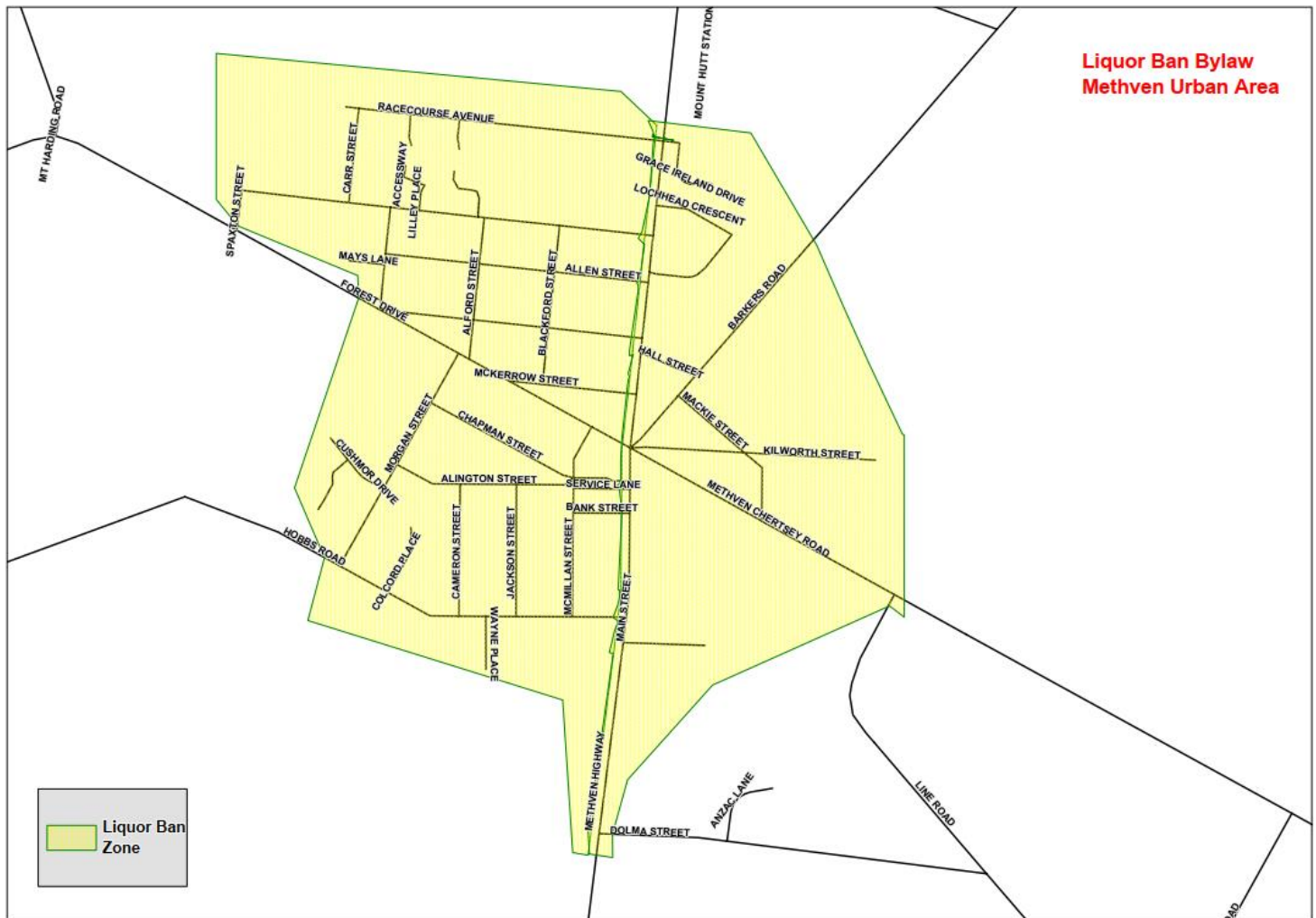
Schedule of fees (as at 31.1.19 may vary depending on application):

1	Liquor Licenses Fees:	
	<ul style="list-style-type: none"> Class 3 - One or two small events 	\$63.25
	<ul style="list-style-type: none"> Class 2 - Three to twelve small events, or one to three medium events 	\$207.00
	<ul style="list-style-type: none"> Class 1 - A large event, or thirteen or more small events, or four or more medium events and/or large public event (e.g. Rodeo or similar) 	\$575.00

Liquor Bans

There is a liquor ban in place in both Ashburton and Methven. In Ashburton the ban is in place during every day of the year from 9.00pm to 7.00am. In Methven the ban is in place during Labour Weekend when the annual Methven Rodeo event takes place from 7.00am on Sunday until 7.00am on Monday, outside of the Rodeo the ban is in place every day throughout the year from 7.00pm to 7.00am.





If you would like to have one of these liquor bans lifted for your event you need to apply in writing to the Council. The Council can then pass a resolution for the ban to be lifted for specific periods, in accordance with section 151 (2) of the Local Government Act 2002.

There are currently no costs associated with this process.

Amusement Equipment

Amusement equipment operators (i.e. merry-go-round, ferris wheels, bumper boats, bumper cars, mini-bikes etc.) are required to have a permit under the Amusement Devices Regulations 1978. Bouncy castles, inflatable slides and non-powered equipment do not require a permit.

General conditions for applications:

- Completed application form
- Current Certificate of Registration
- Must be received by Council 10 working days prior to the event
- Rides should not commence before the equipment has been inspected and the permit issued.

Schedule of fees (as at 31.1.19 may vary depending on application):

1	Amusement Equipment Fees	
	<ul style="list-style-type: none"> • For one device 	\$11.50
	<ul style="list-style-type: none"> • Each additional device (operated by the same owner) 	\$2.30

Building Consents

Structures such as tents, marquees, scaffolding, stages above 1 metre etc. may require a temporary building consent from the Council.

Under Schedule 1 of the Building Act 2004, the following marquees will be exempt from requiring a building consent:

- marquees for public use up to 50m², Council will accept marquees under 50m² under this section, being a standard 9x6m marquee
- marquees for private use up to 100m²

You need to contact the Council with a minimum of 20 working days prior to the event to assess exemptions.

You need to stipulate when a marquee will be installed and when it will be ready for an inspection. You will need time for booking an inspection. The Council has 20 working days set under the Building Act 2004 in which to process and issue a Building Consent; however, insufficient information may result in a suspension while awaiting further details resulting in an extended time frame.

Schedule of fees (as at 31.1.19 may vary depending on application):

1	Building Consents – General Fees – Minimum Charges	
	• Marquee (per marquee) Application Fee	\$168.00
	• Marquee (per marquee) Inspection Fee (per inspection – up to 1 hour)	\$162.00

Food Safety at Events

Within Ashburton District there are many shows and other events which give the opportunity for commercial food vendors to sell their wares. It is very important for event organisers and the council to work together to ensure that the public are protected from poor food hygiene practices.

Many mobile food vendors come from areas outside Ashburton District and because of this it is not always possible to guarantee that food hygiene standards are satisfactory.

The reasons for this are:

- the vendor may not carry a valid food license
- the vendor may not have had a recent food hygiene inspection
- the vendor may have been refused a license in another district and as such, come to Ashburton to trade

Council Environmental Health Officers endeavour to attend all events in the district and inspect all food vendors during the event, however due to staffing restrictions, sometimes this is not possible. Event organisers are required to do the following:

- supply council with contact name and number of the event
- submit “list of mobile food premises and stalls attending the event” at least one week prior to the event
- submit a site map showing locations of food vendors
- provide to food vendors the application form for a food licence and the “Food Safety at Events” information sheet

Fund raising barbeques and sausage sizzles must also be licensed.

There are different types of licences that are issued, these are based on a risk rating. For example, a food van selling burgers, chips, hot dogs etc will be risk C (highest risk) and a person selling cold canned drinks would be a risk A (lowest risk).

A single event licence covers the entire length of the event so if the event lasts for three days, so does the licence.

Schedule of fees (as at 31.1.19 may vary depending on application):

1	One Day mobile Shop or Stall Permit	
	• Risk A – no food prepared or sold	\$21.20
	• Risk B – low to medium food safety risk	\$50.00
	• Risk C – medium to high food safety risk	\$75.00
	• Additional inspection fee - per inspection	\$79.80

Noise

It is always best to discuss your requirements and arrangements with surrounding residents. If you have any questions please contact Ashburton District Council – Noise Complaints – 03 307 2409.

Activities on the Road

If the event is happening on the road, it may require a road closure, stop/go or restricting parking. The Council will liaise with external agencies (NZ Police, emergency services) on your behalf to gain approval for the road closure.

A temporary traffic management plan is required for any activity that occupies the road reserve (which includes the footpath) or any activity that may affect normal vehicle or pedestrian traffic.

Any person intending to hold an event on roads must involve a person qualified as a TMS (Traffic Management Supervisor). The TMS is a person who has been specifically trained in temporary traffic management and holds a TMS qualification, they must be qualified for the level of road being affected. The Council may assist non-profit organisations with traffic management for community events including providing TMS services and some temporary traffic management control devices. TMS services and temporary traffic control devices may be sourced from road engineering consultants or roading contractors. Please note that there is a cost for this work and for some events it is their major expense.

Refer to Appendix 3.4 for:

- Food safety at events

3.5 NZ Transport Authority (NZTA) Requirements

Applications can be made to close a State Highway for planned events; this includes parades, sporting events etc.

Applications for such an event must include a covering letter describing the event and history of the event etc and including the following information:

- An event contact person, postal address and contact telephone number(s)
- A detailed description of what section of the State Highway is to be used
- The exact times the closure will be in place – this should be kept to a minimum
- A written and visual (street/road map) description of the closure to be followed by the event
- A detailed map showing alternative route (street names) to be taken by vehicles while the closure is in place
- Proof of liaison with and support of relevant stakeholders and parties affected by the event. This is important as NZTA will not provide approval for an event on the State Highway if the Local Authority has not provided its approval; this is especially relevant if the State Highway runs through or forms part of the main street of a town or city
- Clearly show how traffic, participants and spectators will be managed on the day. This is done by means of a Traffic Management Plan (TMP) which needs to be compliant with NZTA's Code of Practice for Temporary Traffic Management (COPTTM). Approval of the TMP is to be given by a suitably qualified person
- TMP's for the Canterbury Region are typically managed by Opus International Consultants in Timaru or Christchurch
- The event coordinator must provide evidence to NZTA that they have Public Liability Insurance for the event to the amount of \$1,000,000 to cover damages to any person in respect of any claim on account of damage to property where the damage results from holding the event

All of the above must be received by the Christchurch Regional Office of the NZTA, PO Box 1479, Christchurch at least 42 days before the event.

This allows NZTA to follow the legal procedure for road closures as outlined in the Transport (Vehicular Traffic Road Closure) Regulation 1965, detailed below:

- Legal Responsibilities:
 - Applications must be received 42 days before the proposed period of closure
 - The Controlling Authority (NZTA) shall give Public Notice in at least one newspaper circulating in the locality in which the road is situated of its proposed intention to close the road, and ask for anyone objecting to lodge their objection not later than 28 days before the proposed period of closure
 - NZTA will advise the Local Authority (District Council), Automobile Association, local Police, and Network Roding Consultants of the proposal and seek their consent.
 - If no objections are received within the prescribed time, NZTA may then close the road. It shall then, not later than 24 hours before the proposed closure, give further Public Notice in at least one newspaper circulating in the locality in which the road is situated of its intention to close the road and advise of alternative routes available
 - NZTA will keep event coordinators informed of the process and advised accordingly of outcomes. The cost of Public Notices will be met by NZTA in the Canterbury Region.
 - Authorised closures shall in no way restrict the power of the Police to maintain public order on roads

3.6 Department of Conservation (DOC) Requirements - Concessions

A concession is an official authorisation to run an event in an area managed by the Department of Conservation. The Department of Conservation's primary purpose is to look after New Zealand's natural and historic heritage, including managing the national and forest parks and a variety of historic and other reserves.

The concession system helps the Department of Conservation to ensure that the various concession activities are compatible with the primary aim of protecting the land and other resources. It also helps to make sure that services and facilities provided for visitors are appropriate, of a suitable standard and that other activities do not conflict with visitor enjoyment.

If you are interested in applying for a concession it is best to start by discussing your proposal with the concessions staff in the conservancy office responsible for the area where you are planning to operate.

As part of the application, you will need to describe the environmental effects of your proposed activity and the things you plan to do to avoid or minimise any negative effects. The level of detail required will depend on what you want to do. Once the Department of Conservation has seen your application, you may be asked to provide more information. The Department of Conservation is required to take into account any views that Tangata Whenua may have about your proposal.

Your application may also have to be publicly advertised so that there is an opportunity for interested people to make submissions. A public hearing may also be necessary to allow people to present their views in more detail.

There has been a trend in recent years to hold organised sporting or other events on land managed by the Department of Conservation, that involve competition, fees and sponsorship, and which attract media attention. Events such as this are recognised as a valid and appropriate recreation opportunity.

While they are of short duration, the concentrated effects of participants and supporters have the potential to adversely affect natural and historic resources, and to alter the recreational character of an area.

In Canterbury, current events include the mountain running section of the Coast-to-Coast multi-sport event and the Avalanche Peak Challenge, both in Arthur's Pass National Park. A small number of one-off mountain bike races have been permitted in other areas.

There are physical, ecological and social effects from sports and other events. Track and vegetation damage is low when confined to well-graded, existing track systems in dry conditions. The impacts on wildlife are presently unknown.

The Conservancy will:

- Consider applications for special and sporting event concessions having regard to (but not limited to):
 - Adverse effects on or adjacent to the event's route, including track systems
 - The area and facilities to be used, and their ability to accommodate the activity
 - Conditions to be imposed by the organisers
 - Whether the event could occur outside land managed by the Department of Conservation or on land of lower natural, historic or recreational value
 - Adverse effects on other visitors, including other organised sporting and competitive events
 - Recreation opportunities in Canterbury, the South Island and New Zealand
 - Retaining the wilderness qualities of the Rangitata Unit
 - Status of land
 - Relevant Acts, policies, strategies and plans
- Impose conditions as deemed appropriate. These may include (but are not limited to):
 - Protecting the natural and historic resources
 - Procedures for cancelling or postponing the event
 - Safety issues
 - Control of numbers, either absolutely or in certain areas
 - Restrictions or bans on practices
 - Requirements for approval before and public advertising is permitted
 - Advance promotion to be consistent with concession conditions
 - Prior consultation with or supervision by Department of Conservation staff

- Confining the event to pre-agreed routes (generally these will be existing track systems, suitable riverbeds or other hardened areas)
- Monitoring of social and environmental effects to be undertaken at the applicant's expense
- Performance bonds
- Reporting after the event on its success or failure, including numbers of participants, financial statements etc
- Appropriate rental and recovery costs incurred by the Department of Conservation in considering, permitting, and managing events, and the application of appropriate cost-recovery fees and concession rentals for all events
- Ensure appropriate user-pays monitoring of all sporting and special events is carried out

Type of Concession Required:

- One-off concession
 - Has very low effects
 - Does not involve permanent structures
 - Duration of not more than three months
 - Occurs no more than twice in any six month period
 - Processing time and costs:
 - Single conservancy, five working days, \$150.00 + gst
 - Multi conservancy, one month, \$150.00 + gst for each additional conservancy

Department of Conservation Land in Mid Canterbury

Hakatere Conservation Park extends over nearly 60,000 hectares in the spectacular Ashburton lakes district. There are a number of access points into the park which turn off from Inland Highway 77 but the lakes area is accessed from Ashburton Gorge Road, through the township of Mount Somers.

The park consists of mountain ranges such as Mt Somers, Pudding Hill Range and Mt Hutt Range, it also includes Lakes Clearwater, Camp, Emma and Heron. All ideal event locations.

3.7 Safety Requirements

By now you will have a better overview of what your event will look like and what activities you will be running. You need to think about what the safety requirements are for this event? If you are running the event on Council land you will be required to submit a health and safety plan.

Health and Safety Plan

As the organiser of an event in a Mid Canterbury public open space, you have a legal and moral responsibility to ensure that anyone who is affected by the event is safe. Those affected include people attending, contractors, volunteers and general public around the site.

When organising an event, safety needs to be considered right from the start up to and including the execution of the event. The nature of the event will determine the level of detail required in the health and safety plan.

The first step is to create a hazard management plan. This identifies everything that could go wrong and how it can be acted upon. This needs to be applied to all aspects of the event.

Safety factors that need to be considered when preparing a hazard management plan include:

- Environmental effects on people
 - Wind/rain/UV protection/extreme weather
- Participants
 - Age/experience/suitability
 - Access needs
 - Refreshments
 - Access to information
 - Lost child facilities/child supervision
 - Animals if part of the event
- Electrical/sound/lighting
 - Contractor registered
 - Circuit breakers/RCD/distribution boxes
 - Cables covered
- Staging and structures
 - Dimensions
 - Stair access
 - Weight
 - Ground stability
 - Contractor registered
- Accidents/health emergencies
 - First aid post
 - Fire extinguishers
 - Emergency contacts
 - Accident register
- Waste management
 - Toilets/rubbish/waste
- Setup/pack down
- Traffic/pedestrian/parking management
 - Traffic management plan
 - Signage/public notices
 - Marshals
 - Parking/pedestrian management
- Vehicles involved
 - Road legal
 - Speed
 - Floats
 - Emergency vehicle access routes
- Activities
 - Amusement equipment
- Security
 - Pedestrians and spectators
 - Security/police briefings
- Crowd control
 - Fencing
 - Alcohol
 - Property protection
- Stallholders
 - Permits/licenses
- Staff/contractors/volunteers
 - Briefings
 - Responsibilities
 - Refreshments
 - Training
- Emergency procedures
 - Bomb/fire/earthquake
 - Hazardous substances
- Miscellaneous
 - On water safety
 - Contingency plan
 - Site map
 - Communication plan
 - Key contacts on the day
 - Banners/signage

Volunteers

Good volunteers are crucial for a successful event. These individuals take part purely because of their enthusiasm and commitment, and as such will be excellent ambassadors for your event.

Volunteers need to be:

- Treated as the event employees including providing basic employee provision such as meals
- Provided with the appropriate equipment, uniform and training
- Placed in a role that fits with their skills

It is recommended that every volunteer is provided with a briefing document and/or that a volunteer briefing is conducted prior to the start of the event.

Security

Depending upon the type of event you may use security to help limit problems that can arise during the event for both staff and patrons.

You should consider whether paid security is worthwhile for your event. Depending on the event and the value of equipment involved, the location of the event, the duration of the event, paid security may provide peace of mind. It will come at a cost but sometimes this may be a necessary part of your event.

Good security can prevent confrontations and add to a good and safe environment. Talk to a security firm to discuss what requirements you may need and if you are using them involve them in the overall planning of the event and the risk management plan.

The event organiser has a duty to ensure that those affected by the event are safe and that the event venue is secure. A security plan forms part of the safety plan as it provides the resources, infrastructure and processes to provide the safe environment, prevent disruption and protect people and property.

If you recruit the services of a security company, they should provide you with the appropriate staff for the type of event you are holding. Trust the guidance of the security firm as they are the specialists in their field. They will be wanting to work with you in partnership because an unsafe event will look unprofessional for them as well as the event organiser.

Things to check when sourcing a security provider:

- Providers should be registered with the Registrar of Private Investigators and Security Guards
- Key personnel on site should have a Certificate of Approval
- Provider should be a member of the New Zealand Security Association

Lost Children

Lost children facilities need to be run by people experienced in dealing with children under stress. Event staff need to be briefed on how to deal with lost children. Police need to be alerted if a child has been reported as lost. A form will need to be filled out so that a description of the child is recorded and can be communicated to all security and event staff. If a lost child has been found it is important to communicate this to all staff so they cease looking.

Refer to Appendix 3.7 for:

- **Hazard management plan example**
- **Accident/incident register example**
- **Emergency plan example**
- **Induction form example**
- **Lost child report example**

3.8 Equipment and Supplies

Assess the activities you will have and make a comprehensive list of all the equipment you require. Find out whether this equipment can be borrowed, begged or in the last case hired. If hiring equipment find out when you can pick it up and when it needs to be returned.

3.9 Insurance and Damage

This is the insurance held by the organiser to provide protection against personal liability when there is a risk of damage, or a third party brings an action against you. For further information contact your local insurance broker or an Ashburton insurance broker.

- **Indemnity:** The purpose of indemnity is to require the person giving the indemnity to meet any claims made against the person who holds the indemnity.
- **Public Liability Insurance:** This is the policy held by the event organiser. It provides the organiser with some protection if a third party brings an action against the organiser or when there is a risk of damage. Without this policy the event organiser is personally liable.
- **Damage Bonds:** An event on Council land may be required to pay a bond to cover any potential damage or clean up after the event.

3.10 Site Management

A well thought out site map is vital to a successful flow of the event. Draw up a site map detailing how your event is going to be laid out. Draw it to scale and work through every aspect of your event to make sure it all logistically fits together. Working through the plan will assist you with the details of power distribution, toilet location, public entry, security, rubbish management, table layouts, stage positioning etc.

When planning your ground layout, you should consider the 'what if' scenarios, especially in regards to the weather. Traffic access, pedestrian access, set up and pack down are all greatly influenced by the weather and ground conditions so you need to consider this in advance, just in case it does happen.

Site Map Considerations

- **Cash and payments:** Today most people use EFTPOS as a means of paying. Decide whether you will provide EFTPOS facilities at your event, to purchase tickets and allow people to get cash out to purchase items from exhibitors and vendors. If you choose to supply cash facilities you may like to increase your security presence.
- **First Aid:** Provision of first aid/emergency medical services is crucial at any event where there is potential risk to participants, officials or the public. First aid services need to be visible and accessible. Ensure that first aid workers are also easily identifiable.

Contact St John Ambulance as they can recommend what you will need in order to fulfil the requirements of your event or for use of their service, for a fee.

Due to demands on St John Ambulance service, you need to book them early, the latest being 14 days in advance.

St John Event Coverage: Phone 0800 785 646 enquiries@stjohn.org.nz or St Johns Ashburton 03 308 7132

- **Gate/Door Control:** The gate/door control system should be simple and effective, affording as least congestion as possible.

Things to think about:

- The times when crowds will be greatest
- Staggering entry
- Allowance of time for patrons to get to event

- Exits to cater for large crowds to leave
 - Staffing
 - Clear roles, responsibilities and policies for door staff
 - Clear signage for entry, exit points and policies
 - Time allowance for searching for vehicles or people
 - Access for staff and entertainers
 - Disability access
 - Space and security for confiscated goods
 - Systems for gate sales and monitoring numbers entering and exiting the venue
 - Systems for pass outs
 - Clear drop off and pick up points
 - On-site barriers for restricted public view
- **Information and Communication:** Make your information desk, kiosk visible and easy to find. Have an effective communication system for those involved in the running of the event and ensure they have appropriate knowledge to deal with situations as they arise.

The managers, security, health and safety and emergency services need to be able to communicate with each other and with their own staff. Provide a contact list of key personnel and services to key staff to aid effective communication. Test your communication system prior to the event to ensure its effectiveness on the day.

- **Music in public spaces:** You may require the approval from APRA and PPNZ before playing music in a public space.
- **Lighting:** The requirements of your lighting will make a difference to the requirements of your power supply. Be accurate with your needs to ensure you get your power supply right. It is wise to keep your lighting power supply separate from the sound power supply. You may like to think about having a generator set up to supply power in case of power failure to ensure the event is not totally compromised.
- **Parking:** Be realistic about the amount of cars you will expect to accommodate. Allow space and a system for patrons to park their vehicles. Think about possible overloads of roads that may cause lengthy and frustrating delays to patrons and residents. Have clear drop off and pick up points for taxis, buses, and private vehicles. Allow disability access close to the entry or main point of the event. Check with the council for cones they may provide for your use.
- **Power requirements:** You may need to set up a temporary power supply for your event or upgrade the existing one. Discuss your requirements with a qualified electrician, particularly one that has been involved in this type of work previously.
Spend time on this area, as your power supply is critical to the success of your event. Connect with your sound and lighting contractors, food and beverage vendors and exhibitors when discussing power requirements to ensure you have all information and bases covered. Caterers often use more power than you expect.
- **Refuse and waste:** The event organiser is responsible for organising and providing refuse bins/skips. These may require emptying during the event. It is your responsibility to remove the bins, skips and refuse after the event and to cover any costs incurred. This includes removing cigarette butts, litter, spills and stains. No refuse or liquids are to be dumped into storm water sumps. You should consider recycling cardboard, paper, bottles and aluminium.
Create a waste management plan that will get distributed to everyone involved in the event. Consider making it a sustainable event.

- **Sound:** Quality of sound can make or break your event. Think of all the things that will affect sound. Know what your entertainers' requirements are and what level of sound your audience would like.
This is another critical aspect of your event, especially if your event is musical. Make sure you have a sound system that meets the needs of your events. You will need to take wind into account in outdoor events when planning for adequate sound. Talk through your needs with your sound contractor and provide full specifications of sound requirements for entertainers. Provide a clean power supply for all sound systems. Also consider what direction the speakers will be facing, i.e. away from nearby residents.
- **Signage:** Have you thought about where you will place directional signage to ensure your attendees/competitors/spectators are able to get to your event? Consider the main directions people are coming from. A simple BOLD arrow with event name says a lot!
Good event signage aids in directing patrons to parking, camping, toilets, entrances, exits, food, water, first aid, lost children, eftpos/cash, tickets etc.
Place signs in appropriate places so they can be seen. Signs relating to entry conditions and alcohol should be located so that patrons see them before entering the event and at any licensed area.
- **Ticketing:** It is important to get your ticketing prices and plans right before going on sale. When deciding on a ticket price, make sure you consider what a fair price is to enter your event. You will also need to decide if other costs are being covered by the ticketing income.
Allocate one committee member to facilitate the ticketing component of your event; this gives them the responsibility of allocating tickets to sponsors, VIP's and public. This also keeps the communication line clear to limit confusion and over allocating. Only print the amount of tickets there is to sell. If your event sells out, ensure you update or cancel any further advertising plus have signage at the event to inform anyone hoping to enter on the day.
- **Toilets and Hygiene:** Provide adequate toilets for the number of patrons expected. Consider separate facilities for staff, entertainers and first aid services. Alcohol plays a huge part when deciding how many toilets are required. Portable toilet hiring companies can advise on necessary numbers.
Toilets need to be visible, well lit, well stocked with paper and serviced during longer events. Hand washing facilities must be available to ensure hygiene. Consider queue management in intervals or at times of high use. Further advice is available from Ashburton District Council.
- **Transport:** Think about whether or not to provide transport. Advantages of transport are that patrons can get to and from the event, plus not have the frustration of having to find a park which has an influence on the traffic flow. Promotion of responsible drinking behaviour effectively reduces the amount of vehicles coming to and going from the event.
- **Weather:** Long gone is the reliable high over the country. Prepare for the worst. If your event is outdoors, weather will influence the number of people who will attend. If wet the audience will be smaller and will not stay as long. Think about ways of protecting your audience from these conditions. Think about wind, rain and what that means to your event; marquees for shelter, walkways off the mud. Incorporating rain and wind into your plan will reduce your worry and stress. On the other hand if you get a stunning day, consider areas with shade and ensure refreshments are available.

Refer to Appendix 3.10 for:

- **Site map checklist**
- **Site map example**
- **Toilet ratios and table**

4. Funding and Your Budget

The most important part of any event is identifying where the money will be coming from. Aside from income from ticket sales, gate admissions etc. there are other sources for financing the event.

These include:

- Funding grants
- Sponsorship

Another important part of funding is the budget.

4.1 Funding Grants

Timing and preparation are significant considerations when applying for any grant. Planning should generally start six to 12 months ahead of the event as applications will have to be submitted months ahead and decisions can take time from that date.

No matter where you apply, you need to be aware of:

- Getting the application in prior to the deadline
- Checking that your event fits with the criteria and explain your events fit in your application
- Ensure a detailed budget is included
- If approved, some grants may not pay prior to the event

Look to the local groups and services when seeking funding. While Lions and Rotary Clubs may not be able to provide financial support, they may be able to provide 'people power'.

Licensed premises with gaming machines all have funds available, which can be applied for. Visit your local pub for an application form. Applications can be accepted at any time, some pub charities have different criteria.

Important points to consider:

- Competitive environment - it is important to approach the right funding streams and complete application forms accurately and with as much information as possible
- Approximately 1/3 of applications submitted are successful and approximately 1/3 of applications receive the amount requested
- You may receive a lesser amount than what was requested
- Ensure you have an alternative plan in case you do not receive the funding applied for

4.2 Sponsorship

Sponsorship is different from funding grants in that the sponsoring organisation generally requires publicity, promotion and other benefits through your event. Organisations may want to have their name associated with an event so they can promote their product or service to their target market.

Local events provide a great opportunity for businesses to advertise and gain recognition. The success in any sponsorship arrangement is on how good the fit is between the audience of the event and the sponsors market. Sponsors become involved in events for various reasons and it is important you find out why and work with them to assist them in achieving their objectives.

Ensure that contracts between yourself and sponsors are clear and you both know where the lines of the agreement lie. Sponsorship can come in the form of product, or in kind. Remember, your sponsors are important so be sure to allocate a person specifically to the role of sponsor liaison.

Types of Sponsorship

Seek sponsorship from local businesses or organisations. Businesses, organisations and clubs may be able to support your event through finance, people, service or infrastructure. Consider approaching a company for the use of their marquee or a local newspaper to share advertising costs.

Remember that sponsorship is not just about receiving money it is a business arrangement, ensuring that both parties enter into a mutually beneficial arrangement. It is necessary to document all negotiations so that there is something in writing giving both parties an understanding of what is expected from the arrangement.

Give the sponsors options of involvement as well as offering to tailor a package specific to their needs. You can offer them different levels of sponsorship, gold, silver and bronze options.

Donations and Support

Donations may include goods that be used in raffle prizes or competitions. This can be a way of generating additional income. Or the goods can be used in competitor packs. The company donating the goods may specify what they wish their donation to be used for.

Support can be in the form of 'people power' or other services that may have had to be paid for. In this instance those funds can be redirected. For example the local Lions Club may provide people for marshalling duties.

Consider what your event needs in terms of equipment as the possibilities and variety of support your event gains are endless.

How to approach sponsors and donators

- Find out as much as you can about their business
- Who their CEO or marketing manager is by name
- What they have sponsored before
- What they are currently promoting and how are they doing this

When approaching the appropriate person, ensure you provide them with the appropriate information:

- Event details
- What you hope to achieve with their support
- Who the event is targeting and how many people you anticipate attending
- Why you need their support
- The benefits of being associated with your event

Sponsorship or donation benefits

Explain how the sponsor or donator fits into the event and what they will gain from being involved,

- Access to their target market
- Opportunity to raise profile
- Opportunity to develop links with the wider community
- Benefits that will increase business awareness and exposure to their customers
- Opportunity for increased sales or opportunities for their sales staff

Acknowledging Sponsors or Donators

There are various options of recognising the support of sponsors or donations. For example:

- Mention the businesses, organisation or clubs in radio advertising or print advertising
- Have a special event to thank those involved, such as a morning tea
- Include a VIP area at the event and provide them with complimentary tickets or entries into the event
- Supply all sponsors with copies of the promotional material, such as posters and/or programmes
- Provide sponsors with an opportunity to display their banners or products at the event

- After the event, thank the sponsors by sending them a letter and acknowledge your interest in having them on board for the next event

4.3 Budget

Initial event planning may have you applying for funding grants, in this instance you need to have a good idea of how much money you need to be able to run the event and cover all costs. When planning the budget ensure that it is as realistic as possible and do not estimate costs. Try to get quotes for what you want to have done, it is recommended that you obtain three quotes to get an idea of the going rates.

Once you have gathered all the costs, enter it into a draft budget. When seeking funding and sponsorship you may be able to get an organisation to sponsor a certain cost associated with the event.

When developing your budget you should use conservative income figures and high expense figures because there are many uncertainties in running events and things do not always work out as you expect. After listing all costs, and adding 10% - 15% as a contingency, estimate the amount of income. Trim budget to be a realistic reflection of income over expenditure.

Cost elements can usually be grouped into four main categories:

1. *Operational/production* – personnel, security, licenses/permits, construction, contractors, insurance, administrative support
2. *Venue/site rental* – flat fee percentage of ticket sales or percentage of ticket sales against a minimum flat rental
3. *Promotion* – fliers, banners, public relations and other forms of advertising
4. *Talent* – the costs to obtain the performers and participants

Committees

You may have formed a committee to oversee the event budget, or you may wish to appoint a committee to be responsible for securing funds. The committee will need to appoint either a treasurer or financial manager to oversee all financial aspects of the event.

The tasks generally associated with the treasurer include:

- Estimating costs and preparing a draft budget
- Presenting financial reports to the committee
- Setting prices for admissions, stalls etc

Once the budget is set, it is important to stick to it. You cannot spend money that you do not have and your expenditure cannot exceed your income. If you are running an event on a tight budget you may want to consider cutting costs in some areas.

You will require some cash in hand for minor on-the-spot purchases. All financial arrangements with suppliers should be confirmed in writing well in advance of the event.

Examples of income and expenses

Income	Expenses
<ul style="list-style-type: none"> • Funding grants • Sponsorship • Donations • Income from: <ul style="list-style-type: none"> ○ Merchandise ○ Tickets ○ Stalls 	<ul style="list-style-type: none"> • Salaries/wages • Insurance • Legal fees • Administration • Advertising and media • Decorations • Venue hire

	<ul style="list-style-type: none">• Cleaning• Marquees/staging• Security• Equipment hire• Council permits and consents• Travel• Freight/couriers• Accommodation• Hospitality
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Refer to Appendix 4.3 for:

- **Budget Example**

5. Marketing and Promotion

It does not matter how well you have planned your event or have done your research. Nor does it matter how much money you have raised if you do not get your marketing and promotion of the event right. Plan how you are going to promote your event and how best to target your audience. If you have sponsors talk to them about ways in which they may be able to promote the event.

- **Word of Mouth:** A good way to get information a long way. Look for connectors in your community these are the people who naturally spread information far and wide. Talk to community and service groups. Get information to schools, churches, business associations and sports clubs to include in their bulletin.
- **Community Notice Boards:** Community notice boards are everywhere; supermarkets, libraries, recreation and community centres and council.
- **List your event on websites:** Get your event listed on www.MidCanterburyEvents.com or contact Experience Mid Canterbury Tourism, on 03 308 2669 to assist with loading your event. You may also add your event on www.ashburtononline.co.nz for Mid Canterbury and www.bethere.co.nz for the wider Canterbury Region and www.whatsonnz.com or www.eventfinder.co.nz for New Zealand.
- **Letterbox Drops:** If you have the volunteers available to do this, it is a cost effective exercise and you can target your audience directly. Alternatively you can pay a company to do this for you.
- **Newspapers:** On a limited budget it is important to be very careful in buying advertising space as your advertising can be easily lost.
Deadlines - when advertising in newspapers. Do not leave your advertisement until the last minute, allow time so that your advertisement can be proofed avoiding any costly mistakes. We recommend the earlier you contact the paper to arrange your advertising the better.
Advertising features – prior to your event. A feature takes the form whereby you supply the newspaper with a list of potential advertisers (the paper usually request you have a verbal agreement from them beforehand). These support advertisers together with your own advertisement, photos and editorial written by the newspaper to produce a feature. It is recommended you contact the newspaper **at least** a month prior to you event to book a feature date.
Make it easy for the media to promote you. Write interesting press releases, find angles that will make for interesting reading, provide good images for printing or set up opportunities for exciting photo shoots. A full media list can be obtained by contacting Ashburton District Tourism, Event Development Executive.
- **Radio Stations:** Radio stations reserve time to broadcast free community listings. Post, fax or email your information to the station. Be mindful of what radio stations your audience listen to when deciding on what stations to approach.
- **Television:** This is not the easiest way to get exposure. However it is worth sending information to One News, Breakfast, CTV and TV3 news. They may be looking for a community story. Also weather bulletins feature community events.
- **Banners:** If you would like to place a banner over the waterfall on East Street, Ashburton please contact:
Bookings: Ashburton District Council
Customer Services
Phone: 03 307 7700
Installation/Removal : Electricity Ashburton
Phone : 03 307 9800
Email : eletash@eletash.co.nz
- **Flags:** If you would like use pole mounted banners please contact:
Ashburton District Council
Phone: 03 307 7700

- **Billboards:** It is possible to hire the two billboard sites on State Highway 1, one at the north end and one at the south end of town. An application form needs to be completed and submitted to NZTA. There are also a number of APR billboard sites in Ashburton that can be used for event promotion. You will need to contact APR directly for regulations and pricing for each site.
- **Invitations:** Social networking sites – Facebook, Twitter, Instagram etc. Campaign monitor software programme – you pay for each e-mail you send, you track who opens the e-mail, and how many times the e-mail is opened.

6. Bringing it all Together

Okay, so you know what you want it to look like, you have an idea of what you need to do to make it happen, so the day to day tasks are now upon you to bring your event to fruition.

6.1 What Needs to Happen and When?

Getting things down on paper and establishing a time line is a way to get a view of what needs to happen, by when and by whom. Having a plan will take the daunting and overwhelming feeling of 'bigness' away to be replaced by small practical steps towards the big picture.

6.2 Operational Plan for the Day

To ensure your event runs smoothly on the day create an operational plan. This plan shows what will happen at what time and will definitely aid the flow of activities on the day. It will help you to have the right equipment at the right place and also give everyone involved in the running of the event on the day the same information. Remember on the day if things do not go to plan, bend a little, be flexible, roll with it and have fun.

Refer to Appendix 6 for:

- **Event planning timeline example**
- **Operational plan of the day example**

7. The Event – ‘It is Finally Here’

Check that the key personnel and volunteers are in place and that they have their notes, plans, roster, contact numbers, timetables etc. These people are ambassadors for the event and so they should have general information regarding the event i.e. where to purchase tickets, where the toilets are etc. The administration/registration office/tent should have copies of all volunteer rosters, committee rosters, contact numbers etc.

Schedule regular meetings with key players during the event to ensure everyone is kept informed and they have the opportunity to air their concerns and solve any problems. It is also an opportunity for the event manager to remind people of the atmosphere they want to create (e.g. friendly, helpful etc.) and the level of professionalism required. Reassure people of how they can communicate with each other (e.g. RT's, phones, pagers etc.) and when they will next meet. The event manager and key committee members need to be accessible and approachable.

Ensure all vital components are working on the day e.g. electricity and water. Check or have someone check the parking attendants are in fact doing their job correctly. If a parking problem occurs early on, you can be sure the people arriving will continue to make the problem worse. Other key times will generally be early on in the event when activities occur for the first time.

For example be on alert when:

- The first activity begins, is everything working as it should? Are the power, sound system and lighting working? If there are no problems at this stage then it should work for the following activities
- The caterers arrive and begin to draw off the power supply
- It is lunch time, are the caterers keeping the food area tidy?
- People begin to leave, are the parking attendants in the right places?

It is important to have someone on the ground such as an electrician and/or plumber in case of an emergency. Smaller events may get away with having these areas checked out prior to the event by specialists and then having a handyman on duty throughout the event. Make sure you get contact numbers for the respective specialist (both work and after hours numbers).

If a problem does occur, in any area of the event, make sure you clearly define what the exact problem is. It is easy to misinterpret problems when under pressure. Often problems are easily sorted when the true situation is uncovered. Look at the alternatives, get advice if appropriate, look at the consequences of each alternative and make your decision. DO NOT PANIC.

8. After the Event

Once the event is over, and the thanks and acknowledgements have been made, remember to:

- Pay the accounts
- Send out results and media information
- Balance the accounts
- Hold a debriefing session
- Send out detailed reports to the sponsors and key organisations
- Ensure adequate records are kept for running the event again

The last duty of the organising committee is to review the whole planning procedure and event. The committee should think about what went to plan, what went wrong and what to do next time.

9. Evaluation

By evaluating the event you get the big picture of how the event actually went. It is useful to find this out from the perspective of participants and the event organisation team. Questions for the team are likely to be; what worked and what did not, were the objectives achieved, and who was the actual audience and things you would do differently next time.

Evaluating the participants happens on the day of the event by observing them, having casual conversations, or by conducting a formal survey. If possible at events it is useful to find out where your participants came from and how they found out about the event. This can be done easily if there is an entry fee as this is an ideal time to ask. Another method of collecting information is through selling raffle tickets and asking the questions at point of sale.

Questions to consider asking:

Where do you come from? <ul style="list-style-type: none">- Canterbury- Dunedin- Southland- North Canterbury- Central South Island- North Island , NZ- Overseas	How did you hear about this event? <ul style="list-style-type: none">- Newspaper – if so please name- Website – if so please name- Radio- TV- Banner- Billboard- Newsletter- Word of mouth- Other
How would you rate this event: <ul style="list-style-type: none">- Event management- Venue layout- Signage- Food and beverage- Parking- Cleanliness of the venue	How much did your group spend on: <ul style="list-style-type: none">- Food and beverage- Ticket entry- Accommodation- Entertainment and site-seeing- Transport
How many nights do you plan to stay in the district?	How many people have come in your group?
How did you travel to this event?	Would you return if this event was to happen again?
What is your gender? Male or female	What is your age bracket?

Thank you for your time in participating in this survey.

Appendix 3.1

- **Event checklist example**

Event checklist example

Starting out

- ☐ Event theme and concept
- ☐ Aims and objectives
- ☐ Identify key audience
- ☐ Getting people involved
- ☐ Wet weather plan
- ☐ Insurance

Operational requirements

- ☐ Resource consent
- ☐ Parking
- ☐ Food stalls and licenses
- ☐ Liquor license
- ☐ Permit to have a fire
- ☐ Extending shop trading hours
- ☐ Amusement equipment licences/fireworks
- ☐ Fire hydrant access permits
- ☐ Temporary building permits and indemnity
- ☐ Public liability
- ☐ Damage bonds
- ☐ Health and safety plan
- ☐ Consultation with affected parties
- ☐ Noise control
- ☐ Liaison with NZ Police and other services
- ☐ Waste management and clean up plan

Money: How to get it and how to manage it

- ☐ Sponsorship
- ☐ Funding
- ☐ Budget

Event equipment and facilities

- ☐ Road closure equipment
- ☐ Event vehicle access to venue
- ☐ Security
- ☐ Lost children/lost property
- ☐ Signage
- ☐ Tents and marquees
- ☐ Tables and chairs
- ☐ Decorations and special effects
- ☐ Toilets
- ☐ Amusements
- ☐ Rubbish bins
- ☐ Communications
- ☐ Electricity and lighting requirements

- ☐ Water supply
- ☐ First aid and lifesavers
- ☐ Catering
- ☐ Disability facilities
- ☐ Ticket office

Programming performance and activities

- ☐ Ideas for activities and entertainment
- ☐ Programme activities

Site management and equipment

- ☐ Public address systems
- ☐ Lighting
- ☐ Stage power
- ☐ Stage health and safety
- ☐ General information sheets: for performers, volunteers, officials, stall holders etc
- ☐ Specific information sheets: different people participating in the event
- ☐ Stage manager
- ☐ Source M.C.
- ☐ Production meeting
- ☐ Final details letter
- ☐ Seating
- ☐ Smoking areas
- ☐ Registration/reception
- ☐ Site plan/ floor plan

Getting the word out

- ☐ Marketing/communication plan
- ☐ Media releases
- ☐ Media kit
- ☐ Photographs
- ☐ Newsletters, flyers, advertising leaflets
- ☐ Mail outs, letterbox drops
- ☐ Event programme
- ☐ Distribution points for brochures and leaflets
- ☐ Paid radio and newspaper advertising

Promotional activity

- ☐ Letterhead
- ☐ Sponsors promotion
- ☐ Word of mouth
- ☐ Presentations, launches sandwich boards

- ☐ Community launch
- ☐ Community notice boards
- ☐ Street banners and pole banners
- ☐ Street parades
- ☐ Pre-event activities

Documentation and Evaluation

- ☐ Press clippings
- ☐ Photographs and slides
- ☐ Video taping and video
- ☐ Radio and TV recording
- ☐ Surveys
- ☐ Sound recordings
- ☐ Post event evaluation meeting
- ☐ Putting together an analysis report
- ☐ Economic impact
- ☐ Thank you letters

Financial checklist

- ☐ Advertising
- ☐ Bank interest/fees
- ☐ Catering sales
- ☐ Donations
- ☐ Programme sales
- ☐ Sponsorship/grants
- ☐ Tickets
- ☐ Entry fees
- ☐ Comp tickets/passes/meals
- ☐ Merchandise
- ☐ Exhibitors
- ☐ Venue hire and costs
- ☐ Contractors/suppliers
- ☐ Insurances
- ☐ Copy right/APRA
- ☐ Staffing
- ☐ Medical fees
- ☐ Cleaning/waste management
- ☐ Transport and VIPs
- ☐ Restoration costs
- ☐ Miscellaneous

Other







- ☐ Announcements
- ☐ Arrival arrangements
- ☐ Market research
- ☐ Sight seeing tours
- ☐ Uniforms/protective clothing
- ☐ Accommodation




Appendix 3.2





- **Possible event venues**

Possible event venues

Ashburton A&P Showgrounds		Ashburton	
	Events	Facilities include - rugby grounds, equestrian ring, stadium, power, water, toilets	
	<ul style="list-style-type: none"> Ashburton A&P Show Mobilehome Extravaganza 	<ul style="list-style-type: none"> Dog shows Equestrian 	<ul style="list-style-type: none"> Rugby Relay for Life
Ashburton Domain		Ashburton	
	Events	Facilities include - 37.54 hectares (16 hectares of lawn/gardens & 16 21 hectares for sport) hockey turf, netball courts, cricket, soccer, bowls, croquet, running track, clubrooms, power, water, toilets, playground, paddling pool, picnic area with BBQ and hot water	
	<ul style="list-style-type: none"> Zirka Circus Mitre 10 Mega Christmas in the Park 	<ul style="list-style-type: none"> Sport Gypsy Fair 	
Ashburton Aviation Museum & Airfield		Ashburton	
	Events	Facilities include - 100 hectares, grass air strip, 40m x 48m clearspan hanger, display hanger, workshop hanger	
	<ul style="list-style-type: none"> Great Plains Fly-In 		
Ashburton River Walkway		Ashburton	
	Events	Facilities include - track on north and south side of river, suitable for walking / running and mountain biking, river access	
	<ul style="list-style-type: none"> 6 Hour Mountain Bike Challenge 	<ul style="list-style-type: none"> Chocolate Fish Race 	
Baring Square East		Ashburton	
	Events	Facilities include -	
	<ul style="list-style-type: none"> Light up the Night 	<ul style="list-style-type: none"> Movie Night 	<ul style="list-style-type: none"> Buskers Nights
Baring Square West		Ashburton	
	Events	Facilities include -	
	<ul style="list-style-type: none"> ANZAC Day 	<ul style="list-style-type: none"> Armistice Day 	

Lake Hood		Ashburton	
	Events	Facilities include - 72 hectare aquatic park, international standard water ski lane and 8 lane rowing course, water, power, toilets	
	<ul style="list-style-type: none"> South Island Masters Rowing Regatta South Island Dragon Boats Regatta 	<ul style="list-style-type: none"> South Island Half Ironman Power Boat Race Day 	
Tinwald Domain		Ashburton	
	Events	Facilities include - 4.45 hectares, playground, lake, cycling and rugby areas, picnic shelter, caravan park	
	<ul style="list-style-type: none"> Tinwald Festival 		
The Plains Vintage Railway & Historical Museum		Ashburton	
	Events	Facilities include -	
Trotts Gardens		Ashburton	
	Events	Facilities include - track suitable for walking / running or mountain biking	
	<ul style="list-style-type: none"> Community Open Day 	<ul style="list-style-type: none"> Market Days 	
Methven A & P Showgrounds		Methven	
	Events	Facilities include - rodeo / equestrian ring, power, water	
	<ul style="list-style-type: none"> Methven Rodeo 	<ul style="list-style-type: none"> Methven A&P Show 	<ul style="list-style-type: none"> Big Rides Day
Methven Walkway		Methven	
	Events	Facilities include - 100 hectares, grass air strip, 40m x 48m clearspan hanger, display hanger, workshop hanger	
Awa Awa Rata Reserve		Mt Hutt Area	
	Events	Facilities include - 4000 hectares including Mt Hutt Forest and Pudding Hill Reserve, rhododendrons, picnic shelter, BBQ, walking tracks	

Mt Hutt Conservation Area		Mt Hutt Area	
	Events	Facilities include – Mt Hutt Ski Area, mountain biking tracks, walking tracks	
	<ul style="list-style-type: none"> Peak to Pub 	<ul style="list-style-type: none"> Mountain Bike Racing Events 	
Rakaia River		Rakaia	
	Events	Facilities include - walking tracks, rafting, jet boating, angling, kayaking, horse riding	
	<ul style="list-style-type: none"> Rakaia Salmon Fishing Competition 	<ul style="list-style-type: none"> Power Boat Racing 	
Rangitata River		Rangitata	
	Events	Facilities include – rafting, jet boating, angling	
Lake Camp		Hakaterere	
	Events	Facilities include – boating, waterskiing, mountain biking, hiking	
Lake Clearwater		Hakaterere	
	Events	Facilities include – wildlife reserve, non-powered boating, mountain biking, hiking	
Lake Heron		Hakaterere	
	Events	Facilities include – wetland wildlife habitat, non-powered boating, hiking, mountain biking	
	<ul style="list-style-type: none"> Arrowsmith Race 		

Mt Barrosa		Hakatere	
	Events	Facilities include –hiking, mountain biking	
Mt Somers Conservation Area		Hakatere	
	Events	Facilities include –hiking, mountain biking	
	<ul style="list-style-type: none"> Mission Mt Somers 	<ul style="list-style-type: none"> Mt Somers Mountain Bike Race 	
Mt Sunday		Hakatere	
	Events	Facilities include – Lord of the Rings location, hiking	
Mt Potts		Hakatere	
	Events	Facilities include –backcountry skiing/snowboarding, hiking, mountain biking	

Appendix 3.3

- Possible roles and tasks example

Possible roles and tasks example

Event Manager:

Primary Responsibility

- To coordinate the event
- To become part of the planning team having oversight of the whole procedure required to make the event a success
- To liaise with and develop a positive working relationship with local community, organisations, schools, businesses and the organising committee and event crew
- Prepare the events critical path and working budget

Tasks

- Develop timeline and clarify areas of responsibility
- Delegate tasks and ensure timelines are met
- Network with participating community groups/organisations
- Provide regular feedback to organising committee
- Ensure minutes of each meeting are recorded and forwarded to appropriate parties
- Support members of the crew regarding their areas of responsibility
- Liaise with the media and promotional crew re the event
- Work within budgetary constraints
- Ensure that practical tasks are synchronized for the day
- Submit a written evaluation report to organising committee

Organising Committee:

Financial Role

- Draw up budget
- To help determine sources of revenue
- Keep track of expenditure and adjust budget accordingly
- Report to event committee with budget updates
- Final report on budget post event

Legal Role

- Permits/consents
- Insurance/contracts
- Other legal responsibilities

Marketing Role

- Establish promotion and advertising plan
- Draw up marketing budget
- Ensure all promotion and advertising occur on time
- Work in with sponsorship manager

Operations Role

- Site management
- Security management
- Communications and contacts
- Staff provisioning
- Hire equipment and pick up
- Waste management

Safety Role

- Risk management plan
- Health and safety plan
- Alcohol management plan
- Traffic management
- Waste supply management
- Food management
- Public safety management
- Public health management
- Emergency and evacuation scheme

Sponsorship Role

- Obtain sponsors
- Maintain ongoing relationship with sponsors
- Keep sponsors informed on any changes including budgetary
- Collect and distribute products
- Report back to sponsor post event

Fundraising Role

- Identify and write funding applications
- Identify avenues for raising funds

Volunteers

- Stalls
- Corporate hosting
- Be responsible for a particular activity/event within the event
- Signage placement, installation and removal
- Rubbish and hygiene
- Parking wardens/marshal
- Ushers and information staff

Appendix 3.4 – Council requirements

Refer to Appendix 3.4 for:

- **Food safety at events**

FOOD SAFETY AT SHOWS, FAIRS, FETES & OTHER EVENTS

References:

- A. Food Act 2014.
- B. Ashburton District Council Mobile Shops, Stalls and Hawkers Bylaw 2016

Introduction

Within Ashburton District there are many shows and other events which give the opportunity for commercial food vendors to sell their products. The intention of this letter is to establish the support the show organisers can expect from the Council to enable the public to be protected from poor food hygiene practices and infectious disease whilst at their event. It is also the intention to inform event organisers of how they can assist the Council in achieving this.

Overview

Many of the food vendors come from areas outside of Ashburton District and because of this it is not always possible to guarantee that food hygiene standards are satisfactory. The reasons for this are:

- a. They may or may not be licensed elsewhere.
- b. They may be prohibited from operating in their own area and come to Ashburton to operate.

Required Actions

Organisers of events will be required to do the following:

1. Supply to the Council the name of a point of contact for the event.
2. Send a copy of the information attached to all food vendors prior to running their event. This should be sent early enough to allow them to send back any necessary information to the event organisers and the Council. Charities and community fundraising groups should be included on the list and must meet the Food Act 2014 requirements, regarding safe and suitable food handling. In most cases, Charities and community fundraising groups are normally exempt from Food Act 2014 registration under schedule 3 of the Act.
3. Send the Council a list (using Appendix 1) of all known food vendors at least 1 week prior to the event and include an event site plan indicating their proposed location.
4. Late additions to the list can be made by telephone or email to the Ashburton District Council or Food and Health Standards Ltd

Ashburton District Council
Telephone: 03 307 7700

Food and Health Standards
Telephone: 03 365 1667
Email: office@foodandhealth.co.nz

These requirements allow more effective use of resources and greatly improve the service given by Council to reduce the risk of food borne illness.

We recommend you also review the following Ministry for Primary Industries (MPI) weblink, which includes food safety and event information and several information documents that you may find helpful;

<https://www.mpi.govt.nz/food-safety/food-act-2014/fundraising-and-community-events/>

ASHBURTON DISTRICT COUNCIL

REGISTRATION OF MOBILE FOOD PREMISES AND STALLS

References:

- A. Food Act 2014.
- B. Ashburton District Council Mobile Shops, Stalls and Hawkers Bylaw 2016.

Introduction

All food vendors operating in Ashburton District are required to comply with the above legislation. The minimum requirements which must be met are listed below:

Food Products

Foods to be sold must comply with the legislation and be stored in such a manner as to keep them safe to eat. In particular cold food should be stored below 5°C and hot food held above 60°C.

Preparation

Foods must be prepared in such a manner that prevents contamination either through contact by food handlers or work surfaces, utensils etc. Particular attention must also be paid to preventing contamination by airborne dust, insect pests etc.

Cooking & hot holding

Foods requiring cooking or reheating must be adequately cooked/ heated right through. If you are cooking chicken or any other potentially hazardous foods the thickest part of the meat must be cooked through and reach an internal core temperature of above 75°C. Food must maintain an internal core temperature of above 60°C when held hot. Best practice is to have thermometers available to check temperatures thorough out the event and while cooking to ensure for safe food.

Packaging

Packaging and eating utensils supplied with the food must be suitable for use and be food grade.

Cleanliness

The food area/s and equipment must be maintained in a clean and sanitary condition to prevent contamination of food and attraction of pests and vermin. Best practice is to have cleaning and sanitising equipment/utensils, soap and hot water and a bowl to clean and sanitise the equipment in, available for use at the event, or have spare equipment/utensils to use if required.

Staff

Food handlers must be adequately trained in food hygiene and must be clean and presentable at all times whilst handling and serving food.

Handwashing

Handwashing facilities must be available for food handlers and must include a supply of running water, soap, nailbrush and single use hand drying facilities, such as a roll of paper towel.

Sickness

Food handlers whom have symptoms of vomiting or diarrhoea are required to be excluded from handling food for at least 48 hours and seek medical advice. Food handlers with weeping or infected skin, that cannot be totally covered during food handing, must be excluded from handling food.

Registration

Any certificate of registration must be displayed in a prominent place on the vehicle/stall where it can be read by the public.

If your business is not registered with a mobile shop licence with the Ashburton District Council, you must fill out the below application for mobile or travelling shop licence. This applies to of persons selling goods on streets, roads and pavements.

If you are a food business selling food for fundraising purposes less than 20 times per calendar year, you are not required to be registered as per the requirements of the Food Act 2014.

All other food businesses must have either hold a current Food Act 2014 registration with the Ashburton District Council or Food Act 2014 registration with their home base Territorial Authority, or only trade one occasion per calendar year in New Zealand (See Food Act 2014, Schedule 3).

Fees & charges

For the current fees that are applicable for the registrations above, please refer to the Ashburton District Council website at the link below for a list of the current Public Health Licensing fees and charges.

<https://www.ashburtondc.govt.nz/our-services/Pages/fees-and-charges.aspx>

Appendix 3.7 – Safety Requirements

- **Hazard management plan example**
- **Accident/incident register example**
- **Emergency plan example**
- **Induction form example**
- **Lost child report example**

Hazard management plan example

RISK ASSESSMENT				
Name of Event: Ashburton Santa Parade		Date of Event: 1/12/2018	Risk Management officer: Joe Smith	
Hazards	Risk rank	Control / Actions	Risk after controls	Responsibility
Moving vehicles	15	Spectators will be informed from 12.20 pm of the parades impending starts via loudspeaker. Parade marshals to ensure spectators remain behind barriers, speed to remain under 5 KM's per hour, Drivers and co drivers to maintain vigilance, remain in contact via radios/line of sight	9	Joe Smith
Child runs into street	15	Parade marshals to ensure spectators remain behind barriers, speed to remain under 5 KM's per hour, Drivers and co drivers to maintain vigilance, remain in contact via radios/line of sight	9	John Doe
Fall from Vehicle	12	All people on vehicles are to ensure they remain seated, no jumping on or off moving vehicles, drivers not to exceed the 5 km speed limit	8	John Doe
Medical event	12	Emergency plan to be adhered too, first aiders are onsite, St Johns have been notified	8	Sue Jones
Weather	9	Wet weather could cause visibility issues, drivers and participants to be extra vigilant. Hot weather could cause dehydration leading to medical event. All participants to be reminded to stay hydrated, particularly those wearing costumes	5	Jane Doe
Tripping hazard for parade participants	8	During the brief remind all participants to watch their footing in their costumes	6	Joe Smith
Vehicle Accident	6	Drivers to remain vigilant to breakdowns, all vehicles to have a co-driver who is watching events constantly	5	John Doe

	Likelihood	Description
5	High	<ul style="list-style-type: none"> There is a strong likelihood of the hazards occurring
4	Significant	<ul style="list-style-type: none"> Considered that it is likely that the hazard could occur
3	Moderate	<ul style="list-style-type: none"> Incident or hazard has occurred infrequently in the past
2	Low	<ul style="list-style-type: none"> Has not occurred yet, but it could occur sometime
1	Negligible	<ul style="list-style-type: none"> Remote chance, may only occur in exceptional circumstances

	Consequence	Description
5	Catastrophic	<ul style="list-style-type: none"> Multiple or single death National media coverage
4	Major	<ul style="list-style-type: none"> Serious health impacts on multiple or single person or permanent disability. National media coverage
3	Moderate	<ul style="list-style-type: none"> More than 10 days rehabilitation required for injured persons Local media and community concern
2	Minor	<ul style="list-style-type: none"> Injury to person resulting in lost time and claims Minor isolated concerns raised by stakeholders & event attendees
1	Insignificant	<ul style="list-style-type: none"> Persons requiring first aid Minimum impact to reputation

Consequence					
Likelihood	1 insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
1 Negligible	1	2	3	4	5
2 Low	2	4	6	8	10
3 Moderate	3	6	9	12	15
4 Significant	4	8	12	16	20
5 High	5	10	15	20	25

Accident/incident register example

Event name:

Time	Place (please clearly describe)	Description (please be specific)	Time Reported	Reported to (delete n/a)

In an emergency please call **111** (do not use local numbers)

Ashburton District Council 03 – 307 7700 (24hr)

WorkSafe New Zealand 0800 030 040 (anytime)

Event Management *(please enter your contact number/s here)*

Emergency management plan example

1. Any emergency or developing emergency observed by any marshal/steward will be transmitted to the site supervisor without delay.
2. A decision will be made at that point as to whether further observation is required or emergency services will be contacted.
3. Only the site supervisor or a person directly instructed will then contact emergency services on 1 1 1. This person will remain the point of contact.
4. Emergency services (Fire, St John and Police) have all been advised of the event and its timing and
 - ☐ insofar as their other duties allow may attend the event
 - ☐ will be present throughout the entire event
5. Under no circumstance is any information about any incident/accident to be given to any person other than the emergency services by any person other than the event organiser or delegated person.
6. Ashburton District Council and WorkSafe NZ will be advised as soon as is practically possible if the Emergency Management Plan is to be deployed.

Induction form example

Event name:

Time/date	Stall holder representative - print	Stall holder representative - sign

In an emergency please call **111** (do not use local numbers)

Event Management

(please enter your contact number/s here)

Ashburton District Council

03 – 307 7700 (24hr)

WorkSafe New Zealand

0800 030 040 (anytime)

Induction Guidelines

- **Event Safety Contact details provided**
 - Person in charge is xxxx and identified by xxxx, event stewards are xxxx and identified by xxxx
- **Evacuation Assembly point confirmed**
 - Located xxxx and take xxxx route. Remain here until xxxx advises safe to return
- **Emergency Management plan outlined**
 - In the event of an emergency you will be notified by xxxx. If localised area ie: power outage at west end no shut down or evacuation required.
- **Hazards & Risks addressed**
 - A copy of the relevant hazards & risks with controls have already been addressed and receipted acknowledgment from you received via email. There are no new hazards or risks identified **OR** xxxx has been identified, xxxx controls are to be followed.
- **In case of an accident contact xxxx**
 - Event Management have certain forms that must be completed for audit purposes. Report all accidents, incidents or near misses.

Lost child report example

Date:	Time:
Report written by:	
Information about child (as known):	
Name: Address: Age: Phone number:	
Location child was found:	
Who found child:	
Description of child:	
Gender: Ethnicity: Clothing description: Unique physical features:	
Information about parents:	
Name: Address: Phone number:	

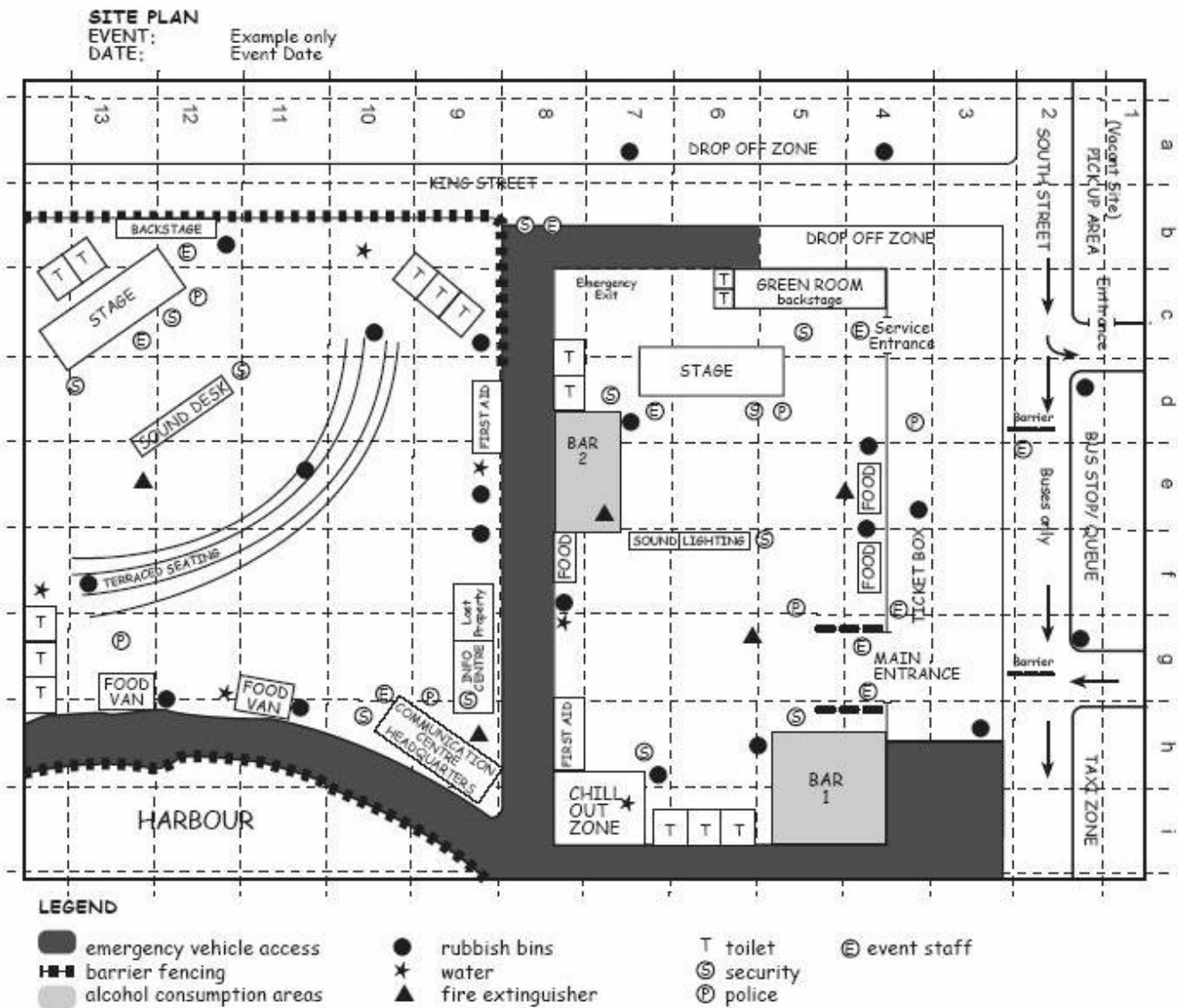
Appendix 3.10 - Site Management

- **Site map checklist**
- **Site map example**
- **Toilet ratios and table**

Site map checklist

Site Map Checklist			
	✓		✓
Entrances and exits		Emergency access route	
Vehicle access paths		Pedestrian routes	
Parking		Stage location	
Food and liquor outlets		Security and police locations	
First aid posts		Rest areas	
Seating		Toilets	
Lost children		Water outlets	
Safety fencing		Phones	
Rubbish bins		Information centre	
Communication centre		Media centre	
Centre for emergency services			
Notes			

Site Map example



Toilet Ratios and Table

It is no surprise that how long people stay at your event often affects its success or how much they spend. The toilet facilities, or lack of them, can make the difference to how long they stay.

HOW MANY TOILETS DO I NEED?

The chart below provides a guideline for estimating the number of Port-A-Loo brand portable toilets that will be required to help make your event a success. Weather conditions and the amount of food and drink consumed can increase usage by 30% to 40%. Experienced event planners can help you decide the optimum number of Port-A-Loo portable toilets are required.

Number of people	Number of hours for event									
	1	2	3	4	5	6	7	8	9	10
0-100	1	1	1	1	1	2	2	2	2	2
250	2	2	2	2	2	3	3	3	3	3
500	2	3	3	4	4	4	4	4	4	5
1,000	3	4	5	6	6	7	7	7	7	7
2,000	5	8	10	11	12	13	13	14	14	14
3,000	7	12	15	16	18	18	19	20	20	21
4,000	10	16	19	22	24	25	25	27	27	28
5,000	12	20	24	27	29	31	32	33	33	34
6,000	14	24	28	33	35	37	37	39	41	41
7,000	17	27	34	38	41	42	46	46	47	48
8,000	20	32	38	44	48	49	20	51	53	54
10,000	24	39	47	54	58	62	64	66	67	68

Appendix 4.3 - Budget

- **Budget example**

Budget example

Income (GST Inclusive)		Expenditure (GST Inclusive)	
Gate Sales (1,500 @ \$5.00)	7,500	Event Managers Fee	5,000
Raffle Tickets (500 @ \$2.00)	1000		
Stall Fees (10 @ \$50.00)	500	Advertising – Print	1,500
		Advertising – Radio	500
Advertising Revenue	500		
Bank Interest	200	Equipment Hire	2,500
		Venue Hire	1,000
Sponsor A	1000		
Sponsor B	500	Performers fees	2,000
Donations	1,500	Performers Accommodation and Meals	350
		M.C.	400
Cash contribution of organisation	3,000		
		Printing	1,750
Grant A	1,500		
Grant B	1,000	Security	1,500
		Road Closure	600
Funding Grant request	1,000	First Aid	200
		Administrator Wages	500
		Postage, Phone, Stationery	500
		Insurance (Inc Public Liability)	900
TOTAL	\$19 200	TOTAL	\$19,200

Appendix 6 – Bringing it all Together

- **Event planning timeline example**
- **Operational plan of the day example**

Event planning timeline example

Please note that these are only examples of tasks and you will add and/or create tasks specific to your event

Pre-Event Planning Stage Checklist	Completion	Who by
<p>Establish Event Organising Committee</p> <ul style="list-style-type: none"> Identify delegated responsibilities <p>Funding and sponsorship</p> <ul style="list-style-type: none"> Ensure adequate funding allocation for emergency services and health <p>Check local and regional event calendars</p> <p>Research events of a similar kind</p> <p>Select appropriate venue</p> <p>Apply for permits and licenses</p> <p>Contact emergency services i.e., police (district HQ), fire, etc</p> <p>Identify and contact key stakeholders</p> <p>Identify relevant laws and regulations</p>		
Event Development Stage Checklist	Completion	Who by
<p>Conduct pre-event planning</p> <ul style="list-style-type: none"> Core event team Sub group meetings (with liaison to core team members) <p>Establish incident management team (large events)</p> <p>Develop site plan</p> <p>Develop hazard identification checklists</p> <p>Prepare risk management plans</p> <p>Prepare emergency plans</p> <p>Prepare evacuation plans</p> <p>Prepare crowd control plans</p> <p>Establish Communication Plans</p> <ul style="list-style-type: none"> Radio Public Media 		

Other		
Event Day Checklist	Completion	Who by
<p>Complete Site Check</p> <ul style="list-style-type: none"> • Food • Water • Toilets • General safety • Traffic/vehicle controls <p>Brief emergency services</p> <p>Implement radio communications plan</p> <p>Brief incident management team (large events)</p> <p>Information desk/kiosk set up complete and briefed.</p> <p>General notes</p>		
Post Event	Completion	Who by
<p>Post event debrief and evaluation meeting</p> <p>Completion surveys</p> <p>Make recommendations for safety</p> <p>Compile evaluation report</p>		

Operational plan for the day example

Crazy Daisy Event

Venue: Town Hall

Date: Saturday 5 March 2007

Time: 1 pm – 4 pm

Contacts

Event Coordinator	Site Manager	First Aid
Sound	Publicity	Food Vendors
Parking	etc....	

Timeline/Schedule/Programme

Set up

9.00 am	Set up site
10.00 am	Food vendors arrive and set up
11.30 am	Band and sound arrive and set up
12.00 am	Parking crew briefed
12.30 am	Kids entertainment set up

Event

1.00 pm	MC introduction
1.30 pm	Band plays
1.40 pm	Pony Rides
2.00 pm	The Great Bed Race
3.00 pm	Ms Crazy Daisy
4.00 pm	Wrap up

Pack down

4.30 pm	Port-a-loos/stage etc removed
5.30 pm	Final check of venue

Application forms:

- **Special license application**
- **Amusement device application**
- **Building consent marquee application**
- **Food vendor application**