

The logo consists of the words "RUN" and "DIPG" stacked vertically in a bold, white, sans-serif font. The text is centered within a black rectangular border. Two horizontal yellow bars are positioned above and below the text, extending across the width of the black border.

# **RUN DIPG**

## **Event Guide**

## Event Checklist

### 9-12 Months Out

- Book the venue
- Organise public liability insurance
- Look at possible funding opportunities and lock in submission dates
- Prepare sponsorship packages
- Prepare budgets

### 6-9 Months Out

- Notify police of intended event
- Approach possible sponsors
- Apply for other permits and licenses (e.g. temporary liquor licence)
- Organise security
- Book first aid, entertainment, dignitaries etc. Book equipment, e.g. marquees, chairs, sound and lighting, cool rooms
- Negotiate with first aid providers and other groups required at the event e.g. fire brigade, marine rescue, SES

### 3-6 Months Out

- Organise event promotion such as publicity, media releases, posters, flyers, free editorial, radio, online promotion, event listings etc.
- Prepare risk assessments
- Complete event application form and relevant documentation
- Organise a traffic management plan where required
- Draft a resident notification letter to be used in the letterbox drop
- Finalise food vendors, pyrotechnicians, stallholders, amusement ride operators
- Appoint volunteers and staff
- Determine and book waste management requirements

### 2 Months Out

- Distribute media releases and posters Hold a planning meeting with key stakeholders, volunteers, staff

### 0-2 Months Out

- Develop and distribute a personnel roster to all involved
- Develop and distribute a contact list with details of all stakeholders
- Leave the day before the event free for last minute requests and issues

## Event Checklist

### Day of the Event

- Conduct site-specific inductions for all staff, volunteers and others involved in the delivery of the event
- Conduct patron surveys to gain feedback for future planning

### Post Event

- Finalise accounts
- Send thank you letters to volunteers/ entertainers etc.
- Evaluate patron surveys
- Send out reports to major stakeholders e.g. sponsors/key organisations
- Complete final report/acquittal for LMCC Advise on media coverage, audience numbers

This timeline is intended as a guide only. Additional activities relevant to your event may need to be considered. Please ask for support with skilled advisors where possible.

## Accessibility

### Tips for making your event more accessible:

- Location – visit the site and ensure there is adequate access
- Promotion – consider how the event is promoted and if possible do so in a range of formats
- Site Plan – make sure most of your activities take place in flat, easy to access locations to ensure maximum visitation by all event participants.
- Ensure all pathways are clear of clutter or event materials such as power leads and displays stands
- Signage – ensure it is clear and concise. Use large print and symbols
- Toilets – make sure there are accessible toilets within a reasonable distance of the main area of your event
- Information location – use volunteers/staff to provide information on your event to participants
- Recharge station – have a power-point available where participants can recharge their scooters or wheelchairs while attending your event
- Use of captioning on films or a sign language interpreter throughout speeches

## Budgeting

To ensure your event is sustainable, a budget that captures all incoming and outgoing costs needs to be put together at least nine months before your event.

Income can include sponsorship, gifts and grants.

### Expenditure may include:

- staffing
- staging and production infrastructure
- transport and fuel costs artists and performers catering
- travel and accommodation security cleaning
- waste toilets
- ticketing provider marketing and communications research
- licence fees
- first aid
- health provision insurances government agency services such as police and traffic management
- planning

You should track expenditure against your budget to ensure there are no surprises, especially after the event. Obtain quotes prior to your event and then, as invoices come in, you can cross-check to maintain financial viability.

### Tips for funding your event:

- Have we considered the cost involved in running the event?
- Is there a budget or do we need to request funding?
- Can we get corporate sponsorship, government grants or will it be a user pays event (e.g. through ticket sales).
- Can we run a raffle/competition at the event?
- Will food vendors or market stallholders pay to attend?
- Can the event attract corporate sponsors?

## Site Plan

A site plan provides an overview of your event, clearly shows where it will be staged, and displays the entrances and exits, facilities and more.

### Developing a site plan will also be invaluable when you are:

- applying to government agencies and other regulatory authorities for special licences and approvals
- identifying potential risks
- providing information for emergency services, such as the location of potential hazards or how emergency vehicles can access the venue/site considering crowd management

The content of your site plan should reflect the various aspects of your event. **Consider the location of:**

- |   |   |
|---|---|
| <input type="checkbox"/> the stage and other structures, such as barricades and screens                                 | <input type="checkbox"/> area for media working on the event                                      |
| <input type="checkbox"/> the event coordination centre and emergency response room                                      | <input type="checkbox"/> fire-fighting equipment  |
| <input type="checkbox"/> first aid area (preferably undercover)   | <input type="checkbox"/> free drinking water points   |
| <input type="checkbox"/> entertainment areas  | <input type="checkbox"/> areas for lost children  |
| <input type="checkbox"/> restricted access areas  | <input type="checkbox"/> secure areas for storing lost property, prohibited and confiscated goods |
| <input type="checkbox"/> food vendors and stalls  | <input type="checkbox"/> areas for staff and volunteers   |
| <input type="checkbox"/> toilets, including accessible toilets  | <input type="checkbox"/> power and stand-by generators gas cylinders                              |
| <input type="checkbox"/> sound and lighting control points  | <input type="checkbox"/> seating arrangements shelter and shade                                   |
| <input type="checkbox"/> emergency access routes  | <input type="checkbox"/> security guards  |
| <input type="checkbox"/> all entrances and exits, including separate access points for staff and entertainers           | <input type="checkbox"/> waste receptacles and recycling facilities                               |
| <input type="checkbox"/> routes around and through the event used by vehicles   | <input type="checkbox"/> first aid facilities   |
| <input type="checkbox"/> paths and lighting for pedestrians   | <input type="checkbox"/> facilities for people with disability                                    |
| <input type="checkbox"/> parking  | <input type="checkbox"/> public address systems   |
| <input type="checkbox"/> parade route   | <input type="checkbox"/> information stands   |
| <input type="checkbox"/> accessible points for people with disability, including ramps and wheelchair-accessible routes | <input type="checkbox"/> carpark attendants   |
|   | <input type="checkbox"/> crowd controllers  |

## Site Plan

### You will also need to consider:

- provisions for patrons to access and leave the event venue without excessive queuing (e.g. gate control, pathways)
- will patrons be able to access toilets and the food and beverage areas without difficulty?
- provisions for people with disability to access and move around the event venue
- will people with disability be able to leave the venue in an emergency without significantly impeding the movement of other patrons?
- Vehicles access for bump in / out

Your site plan should reflect your event's particular characteristics.

## Traffic Management Plan

### Consider the following when having a traffic management plan prepared:

- management of vehicle traffic, including alternative routes for all types of vehicles. This includes large commercial vehicles and B-doubles, where road closures are in place
- signage, barriers and other equipment required (in accordance with Australian Standards) number of personnel required and any relevant qualifications
- management of pedestrian and spectator movement
- provision of access by emergency services and event personnel to or through the area affected by the event
- impact on public transport
- provision of parking facilities including supervised parking and overflow parking, along with the provision of parking for event staff/ volunteers, emergency service vehicles, people with disability and buses
- details of designated pick-up and drop-off points
- details on how disruption will be minimised to neighbouring businesses, clubs and residents, and how they will be notified of alternative arrangements (including access provisions)
- process for advance notices to taxi or ride share companies
- public transport providers and other organisations impacted by event contingency plans (i.e. weather variation, cancellation of event)
- details of the communication system used among key parties

## Risk Management

### Risks and issues to consider achieving a successful, well attended event.

- Administration – contracts, permits, licences Marketing & public relations – managing communications
- Asset damage/loss (e.g: theft, vandalism, severe weather event).
- Environmental damage (e.g: inadequate waste management, run-off of pollutants).
- Financial loss (e.g: event poorly marketed, resulting in poor interest/attendance and minimal sales, withdrawal of future funding or sponsorship).
- Health & safety (e.g: safety control plans, risk associated with food, hygiene and sanitation, PPE, manual handling)
- Crowd management – crowd flow, noise control
- Security – security plan and management
- Transport – deliveries, bump-in/out, parking public transport
- Natural elements – water, heat, wind etc
- Objective/output delivery (e.g: service disruption due to severe weather)
- Reputation/community (e.g: risk eventuates and is poorly managed, procedures found to be inadequate)

## Money Handling

### Whether you are fundraising consider:

- arrangements for the collection of money at your event, including whether fencing is needed at gate collection points
- how to ensure staff are safe at money collection locations
- where money can be stored securely
- when and how often money should be transferred to secure locations during the event
- procedures for transferring money to safe storage locations
- Any staff handling large sums of money at your event must be trained in correct procedures.
- Clear outline of who is in charge on money handling at the event

## Communication Plan

Your communications plan should also reflect ways of communicating with people at your event, and could include:

- Hierarchy of teams across the event e.g traffic, vendors, first aid
- Portable message boards
  - bike/motorbike-mounted sandwich boards
  - Public address (PA) system
  - Public Address (PA) system Volunteers
- Information booths
- Emergency Communications Centre Printed/online guides/or programs
- Use of social media posts
- Electronic Variable Message Signs (VMS) SMS event updates & phone apps

*Disclaimer: You acknowledge that RUN DIPG will only serve as the benefitting party of your fundraising activity. Your actions are entirely voluntary, and RUN DIPG has no contractual, supervisory, joint venture or other relationship that gives rise to any duties, benefits, liabilities or other responsibilities. You agree to indemnify and hold RUN DIPG, including its respective officers, employees and agents, harmless from and against any and all costs, losses or expenses, including legal costs, that it may incur by reason of any claim or suit arising out of or resulting from the activities conducted at your fundraiser, including but not limited to in relation to any property damage or personal injury or death.*