

Medium Event Management Plan for events in a licensed venue

*Abridged Event Management Plan*

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| **Medium Event Criteria:** A medium event is one with ANY of the following features:   * More than 50 people but less than 250 people invited * Alcohol is being served in a licensed venue who are providing service staff and security * No underage guests if alcohol is served * Planned activity which may result in personal injury   **Note: There are 2 Medium event forms; please check you are completing the correct one, this is for an event with NO ACTIVITY but WITH ALCOHOL** | | | | **Office Use Only**  **Date received:**  **Received by:**  **Approved by:**  **Comments:** |
| This form must be completed at least **4 weeks prior** to an event.  This form must be scanned and submitted to [events@guild.uwa.edu.au](mailto:events@guild.uwa.edu.au) or printed and handed in at the UWA Student Guild Events Office.  *Please ensure that* ***all*** *criteria are filled before submitting the application.* | | | | |
| **SECTION 1: EVENT DETAILS**  **1.1 Event Details** | | | | |
| **Club Name** | | | | |
| **Event Name** | | | | |
| **Event Location/Venue** | | **Venue Type** (stadium, hall, art gallery, etc) | | |
| **Expected Attendance (max)** | | **Venue Capacity** | | |
| **Event Date**  Start Date:  End Date: | **Event Time**  Start time:  End time: | | **Set up/Clean up Time**  Start time:  End time: | |

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| **1.2 Event Manager** |
| **Event Manager**  Name:  Email Address:  Contact Number:  Contact Number during the event: |
| **Alternate Person’s Contact Details**  Name:  Email Address:  Contact Number: |

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| **1.4 Description of the Event** |
| **Describe the event and its main purpose** |
| **List details of the type of entertainment/activities being provided (if any)** |

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| **1.5 Patron Details** |
| **Who is the target audience?** |
| **Please provide details on the processes in place to ensure juveniles do not enter the licensed premises** |
| **Patron Age Details – Please state an estimated number of attendees in each age bracket:**  18 – 25 No. of total audience:  25 – 29 No. of total audience:  30 – 39 No. of total audience:  40+ No. of total audience:  Non UWA Students No. of total audience:  If non UWA students are expected to attend please explain why: |

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| **SECTION 2: GENERAL CONSIDERATIONS**  **2.1 Alcohol** |
| **Will alcohol be available at the event?**  **No** – Alcohol will not be served or consumed at the event  **Yes** – Alcohol will be sold or supplied by the licensed venue.  **Yes** – The event is BYO (please note BYO events require a major event management plan) |

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| **As the event manager, please explain the instructions given to the venue’s service staff and security regarding:**  **Alcohol to be served:**  **Intoxicated patrons:**  **Lock out times:**  **Other:** |
| **Has the event manager or any other event staff completed any training modules? Yes**  **No**  If yes, please list:   |  |  |  | | --- | --- | --- | | Name (first, last) | Date Completed | Provider and course | | ***Joe Bloggs*** | ***17/03/14*** | ***APSI - RSA training*** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |
| **Have you ensured that food will be available throughout the event:**  **Yes – please provide details of the food available:**  **No – please provide details regarding why food will not be available**  **Comments:** |

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| **2.2 Public Liability** |
| **Have you investigated public liability and duty of care issues and obtained appropriate insurance for the event?**  **No**  **Yes** – Our Club is affiliated with the Guild therefore after approval, our event is covered by Guild’s Insurance Policy  **Yes** – The event is covered by the University’s Insurance Policy  **Yes** – other  If other, please state: |

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| **SECTION 3: PLANNING THE EVENT**  **3.1 Venue Details** | |
| **Venue Address:** | |
| **Venue Manager:** | **Venue Managers Contact details:**  **Phone:**  **Email:** |
| **Have you confirmed the venue is fit for purpose:**  **Yes**  **No** | |
| **Have you confirmed the venue is available on the date required:**  **Yes**    **No – (please provide details)** | |
| **Please provide details of the transport available to and from the venue:** | |
| **Have you considered a chill out zone outside the venue for guests who are removed/not allowed entry to wait for taxis/lifts home?** | |
| **Are there modifications required to the licensed venue for the duration of the event? i.e. theming/audio visual enhancement**  **No**  **Yes**  If yes, please state: | |
| **As an event manger, have you made yourself familiar with the necessary evacuation plans and housekeeping rules required by the venue?**  **Yes**  **No** | |

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| **3.2 Event Promotion and Ticketing** |
| **What is the focus or purpose of the event?** (For example, family run, social function, sporting contest, musical entertainment) |
| **How is this explained in the promotion and publicity for the event?** |
| **Describe the communication mediums used to publicise and promote this event, i.e. where is the event to be publicised and promoted?**  This includes social media and print media. |
| **If tickets are being sold how much are they?**  **$**  **What does the ticket price include?** |
| **Briefly describe the ticketing strategies to be used (if any)** |

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| **SECTION 4: CONSULTATION WITH KEY STAKEHOLDERS**  **4.1 Stakeholder Register** |
| **List the names of individuals and organisations you have consulted with in planning this event.**   |  |  |  | | --- | --- | --- | | Stakeholder | Contact Name | Contact Number | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |

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| **SECTION 5: EVENT AUDITING AND COMPILE A FILE**  **5.1 Event Auditing and File Compilation** |
| **Events may be audited by UWA to ensure they comply with the relevant University policies and state legislations. Therefore, you are required to keep documents and information**.  **Has a filing system been established?**  **Yes**  **No**  **Who is responsible for maintaining the file? Name: =** |

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| **SECTION 6: ACCEPTANCE**  **6.1 Declaration and Signature** |
| **I agree to comply in all respects with the conditions and regulations for organising and running an event both on and/or off the University campus.**  **Event Manager:**  **Signature:**  **Date:** |