

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 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**1.
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| **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:

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| Name (first, last) | Date Completed | Provider and course |
| ***Joe Bloggs*** | ***17/03/14*** | ***APSI - RSA training*** |
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| **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** – otherIf 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?***
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| **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.**

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| 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:** |