

PROMOTER/SPONSOR CHECKLIST

Event Details

Name of Event: _____

Date(s) of Event: From: ___/___/___ To: ___/___/___

Event Time: Start: _____ Finish: _____

Site: _____

Site Address: _____

Promoter: _____

Event Manager: _____

Address: _____

Contact: Phone: _____ Fax: _____

After/Hours: _____ Cell: _____

E-Mail: _____ Pager: _____

Site preparation start date: _____/_____/_____ Site vacated
date: _____/_____/_____

Brief details of function (including entertainment and main attractions):

PROMOTER/SPONSOR CHECKLIST (CONTINUED)

Sponsorship details (including any restrictions): _____

What Legislative, Regulative, and Legal Issues Need to be Addressed?

State legislative/regulative requirements: _____

Local legislative/regulative requirements: _____

Permits required: (for example, liquor, pyrotechnics, fire, laser, food): _____

Engineering approvals: _____

Insurance required: _____

PROMOTER/SPONSOR CHECKLIST (CONTINUED)

Reimbursement considerations for public agency involvement costs due to event:

Site Details

NOTE: Include details such as: Indoor/outdoor, normal use, permanent structure, temporary site, multiple sites, site boundaries, temporary structures, natural features, likely hazards including weather, historic sites, environmental issues, parking arrangements, access and egress. Include facilities, such as: Water, toilets, food preparation, waste removal. (Attach diagram or site map.)

Estimated total attendance: _____

Estimated age composition of audience:

- 0 – 12 years: _____ % of total audience
- 12 – 18 years: _____ % of total audience
- 18 – 25 years: _____ % of total audience
- 25 – 40 years: _____ % of total audience
- 40 – 55 years: _____ % of total audience
- 55 years and above: _____ % of total audience

PROMOTER/SPONSOR CHECKLIST (CONTINUED)

Admission will be by: _____ Pre-sold ticket _____ Free _____ Other: Please specify)

Has this event been conducted previously? YES / NO

If yes, when? _____

Where? _____

Event Manager: _____

Contact phone: _____ Fax: _____

If no, please detail the changes: _____

What effects will the changes have? _____

Key Stakeholders

	Name	Phone
State Government Dep't.(s):	_____	_____
Local Council(s):	_____	_____
	_____	_____
	_____	_____
Neighboring Councils:	_____	_____
	_____	_____
Police:	_____	_____
Ambulance Service:	_____	_____
First Aid Service:	_____	_____
Fire Service:	_____	_____

PROMOTER/SPONSOR CHECKLIST (CONTINUED)

Hospital/Medical Services: _____

State Emergency Service: _____

Security Personnel _____

Liquor Licensing _____

Local Hotel and Businesses: _____

Transportation Authority: _____

Neighbors: _____

Other: _____

Other: _____

Time frame necessary for contact with stakeholders:

A full briefing of all of the above stakeholders is planned for _____ (date)

at _____ (venue).

Event Communications

During the event what form of communication systems will be available/provided/required for:

- Event management: _____
- Public address (internal): _____
- Public address (external): _____
- Emergency services: _____
- Coordination requirements: _____

PROMOTER/SPONSOR CHECKLIST (CONTINUED)

Event Promotion and Media Management

Can the promotion ticketing and publicity for the event include messages that clarify the focus of the event (for example, family fun, sporting contest, musical entertainment)?

Event Web site _____

The focus of the event is _____

The event promotion and publicity will promote:

- | | |
|---|----------|
| ▪ Safe drinking practices | YES / NO |
| ▪ Don't drink and drive | YES / NO |
| ▪ Intoxicated and underage persons will not be served alcohol | YES / NO |
| ▪ Bags may be searched or restricted | YES / NO |
| ▪ Glass containers permitted | YES / NO |
| ▪ Water will be freely available | YES / NO |
| ▪ Availability of "wet" and "dry" areas | YES / NO |
| ▪ Location of facilities included on ticketing | YES / NO |
| ▪ Health care advice included on ticketing | YES / NO |
| ▪ Smoke-free environment | YES / NO |

Security

Which type of security will be appropriate for the event? _____

Who will be the appropriate security firm to be contracted? _____

Event security would commence on ____/____/____ and conclude on ____/____/____

What will be the role of security? _____

PROMOTER/SPONSOR CHECKLIST (CONTINUED)

Have relevant police departments been contacted in relation to security? YES / NO

If yes, what will be required of the police? _____

When will a briefing/debriefing be held involving police, security, bar staff and licensing personnel?

_____ (Date before Event) _____ (Date after Event)

Will a briefing of all personnel and officials be provided regarding helping patrons with amenities and services?

Who will pay for event security costs, including overtime?

Signage

What signage, including those required under the local liquor laws, will need to be developed and obtained?

Will there be signage in languages other than English? YES / NO

Transport

Does a transportation strategy need to be developed? YES / NO

List the departments, councils and/or agencies that are likely to be involved in developing this strategy.

Name: _____ Organization: _____

Name: _____ Organization: _____

Name: _____ Organization: _____

Name: _____ Organization: _____

PROMOTER/SPONSOR CHECKLIST (CONTINUED)

Access and Egress for Patrons

What provisions can be made for patrons to access, move around, and leave the event venue without excessive queuing, or crushes (for example, gate control, pathways, free space)?

Will patrons be able to access toilets, food and bar areas, and entertainment sites without difficulty? YES / NO

In an emergency, will patrons be able to leave the venue or move to other areas within the venue in reasonable safety? YES / NO

Comments:

Access for Persons with Disability

What provisions need to be made for persons with a disability to access and move around the event venue?

Will persons with a disability be able to access toilets, food and bar areas, and entertainment sites without difficulty? YES / NO

In an emergency, will persons with a disability be able to leave the venue without significantly impeding the movement of other patrons? YES / NO

PROMOTER/SPONSOR CHECKLIST (CONTINUED)

Comments:

Noise

What provisions can be made to minimize the level of noise at and around the event?

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Management of Alcohol

Are there any standard conditions of the licensing permit? YES / NO

If YES, what are they?

How will event personnel, specifically bar and security personnel, be trained and informed of the State and local statutes/ordinances and made aware of the responsibilities and penalties?

PROMOTER/SPONSOR CHECKLIST (CONTINUED)

What types of alcohol (for example beer, wine, and liquor) and other drinks will be available at the event?

In what types of containers will alcohol and other drinks be available (for example, glass, can or plastic containers)?

What provisions will be made for the collection of drink containers during and after the event?

What will be the pricing structure for alcoholic and non-alcoholic drinks?

Is it anticipated that the pricing structure will discourage patrons from becoming unduly intoxicated? YES / NO

Can the event publicity, ticketing, and signage inform patrons of the restrictions on alcohol including that alcohol will not be served to minors and intoxicated people? YES / NO

Can some, if not all, bars be shut prior to the end of the entertainment? YES / NO

If the event is **"Bring Your Own Bottle" BYOB**, what provisions can be made to prevent glass-related injuries, underage drinking, and excessive intoxication?

If the event is **not BYOB**, what provisions can be made to prevent alcohol from being brought into the venue?

PROMOTER/SPONSOR CHECKLIST (CONTINUED)

If there are to be designated drinking areas, will they be adequate in size and number and supported by toilet facilities to cope with the expected size of the crowd? YES / NO

Will there be dry areas for families, entertainment, and food? YES / NO

Will the event provide the following facilities to encourage responsible drinking by patrons?

- Free drinking water YES / NO
- **Inexpensive** non-alcoholic drinks YES / NO
- Range of quality food YES / NO
- Shade or cover YES / NO
- Safe drinking information YES / NO
- Quality entertainment YES / NO
- "Wet" and "Dry" areas YES / NO

Other Drug Use

Is it possible that drugs, including marijuana and amphetamines, may be available and used at this event? YES / NO

List any drugs and related information known from previous experience:

What provisions can be made to address this drug use?

PROMOTER/SPONSOR CHECKLIST (CONTINUED)

Medical

What level of medical service is considered necessary, and for what duration?

Who can provide this service? _____

What will be the cost of the service? _____

If it is not a local provider, what arrangements have been made to coordinate with the local ambulance service?

What facilities will the medical service require (including helipad)?

How can these be provided? _____

Animals

If the event involves animals, what arrangements will be necessary for their management, care, and well being?

PROMOTER/SPONSOR CHECKLIST (CONTINUED)

If the event may affect animals, what arrangements will be necessary for their management, care, and well being?

Briefing/Debriefing

A final briefing of stakeholders is planned for _____ weeks prior to the event.

A debriefing will be conducted with all stakeholders within _____ days of the event.