

# Community Event Checklist

*Use this checklist to assist with planning your City community event from start to finish.  
This list is a guide and not all items will apply to all events.*

## 6 TO 12 MONTHS PRIOR

- Assess the need/demand/popularity of the proposed event
- Draft an event proposal– including a marketing plan and budget (See our Event Proposal Template).
- Approach sponsors / submit grant applications

## 3 MONTHS PRIOR

- Appoint an event coordinator to give direction and meet deadlines
- Contact the City of Kalamunda Events Team
- Submit an Event Application Form, with attached Event Proposal and Sponsorship or Donation request, if applicable
- Check availability for bookings, if you need to hire a City venue, reserve or public open space. See Facilities Hire Form
- Book entertainment, vendors or caterers – Tip: get their commitment in writing!
- Hold a meeting on site to consider layout and/or room set up and accessibility for all people
- Book accredited first aid support (St John Ambulance) or security, if required. Note there are minimum requirements for these services per number of guests.
- Notify police if necessary. Event organisers must notify the Forrestfield Police for events with 300 or more people via a Police Notification Form.
- Obtain Public Liability Insurance Certificate of Currency

## 2 MONTHS PRIOR

- Complete a Temporary Food Stall Application and/or stall holder permit application, if required.
- Consider parking and access. Submit a Parking Management or Traffic Management Plan if needed. Any event using a road needs City and Police approval. Appropriate forms can be obtained from your local police station. See the Main Roads WA website for related Australian standards and codes of practice for traffic management plans [www.mrwa.wa.gov.au](http://www.mrwa.wa.gov.au)
- Submit your Noise Management Plan, if needed. You may need a 'Noise Exemption' to meet Environmental Protection (Noise) Regulations.
- Do a site risk assessment (undulating ground, slippery surfaces, loose fixtures). A Risk Management Plan may be needed.
- Submit application for erecting infrastructure or altering a public building, if needed. You may need a Certificate of Structural Integrity for a temporary structure or marquee.
- Submit signage requests / book City banner stands if required. Signage must meet regulations.
- Apply for permit to sell, serve or supply alcohol from the Department of Racing and Gaming. Contact them on 1800 634 541 or visit [www.rgl.wa.gov.au](http://www.rgl.wa.gov.au)
- Submit toilet plan or sanitation permit indicating capacity for expected numbers and cleaning arrangements. Generally 1 toilets required per 100 guests and must include disabled toilets.



## 1 MONTH PRIOR

- Finalise and send invitations. Start advertising and promotion. Book City banner poles, if available.
- Confirm and lock in public space or venue bookings.
- Confirm entertainment / vendors or caterers. Amusements booked may require temporary fencing or other safety measures. Certification must be obtained from suppliers of inflatables or rides. Fireworks displays must be run by a licensed contractor with permission from the Department of Mines and Petroleum. Visit [www.dmp.wa.gov.au](http://www.dmp.wa.gov.au). Fees may apply. Contact the Civil Aviation Safety Authority for use of airspace [www.casa.gov.au](http://www.casa.gov.au)
- Confirm the need for electrical supply, generators etc. A licensed electrical contractor may need to provide a Certificate of Electrical Compliance to certify safety levels.
- Confirm contractors, structure, staging and equipment provision - a Temporary Marquee Certification to attest to the structural integrity for structures over 55m<sup>2</sup> may be required.
- Submit a Waste Management Plan for approval and order bins, if needed. The City can provide general waste and recycling services for a fee.
- Submit a Risk Management Plan if requested by the City. Events hosting more than 5000 competitors, spectators or attendees combined are required to provide a plan that complies with Australian Standards. (visit [www.standards.com.au](http://www.standards.com.au)) and sometimes need to involve SES, Police and Ambulance risk assessments.
- Ensure the City has been supplied any third-party contractor Certificates of Currency.
- Finalise the event program and any ticketing requirements.

## 14 DAYS PRIOR

- Submit your site plan. Your event will not be approved without a site plan.
- Pay any City bonds, booking and cleaning fees for venues, parks, reserves or toilet hire.
- Meet with the contractors or caterer to go over details/ menus etc.
- Send businesses or residents impact notification letters. The City must review a copy of your notification letter before it is sent. Letters must reach residents 14 days prior to your event set up (not necessarily 14 days before your event date). See our Notification letter template.

## 7 DAYS PRIOR

- Final confirmation of all suppliers, stall holders, entertainers and attractions.
- Final blast of advertising and promotions.
- Send all event organising team members, partners and suppliers a contact sheet and event brief.

## THE DAY BEFORE

- Collect and pay bond for keys to any venues. (Keys must be returned to the City within 48 hours).
- Check the venue for all the small things you may need. Know where the power points are, refresh toilet paper supplies etc
- Pack a box with extra supplies possibly needed, sticky tape, scissors, tissues, etc

## DAY OF THE EVENT

- Set up your event and get anything else required for the day
- Brief team members and staff working at the event
- Register attendees and / or offer feedback survey forms
- Continually check supplies and supplier needs and comfort. An event longer than 2 hours must provide free water at a minimum of 2L per person.
- Ensure event conditions are being met.

