

Community Cultural Events Kit

Fact Sheet Six: Staging Your Event

You've planned your event, got your theme, timing and people in place. You now need to consider the nitty-gritty of staging the event. One of your first tasks will be to consider the site for your event and to plan a layout of what goes where. This is especially important for outdoor events. There are many things to consider. Event parking, road closures, access for people with disabilities, proximity of water and power, the focus of activities planned for the site - are all elements that inform an event layout plan.

Map the Site

If possible get a map of the site (Council's Planning Department may be able to help). Note key road access points, and then mark the site's main features (water, toilets, power, etc.). *Talk to an electrician early in your planning* to make sure you can service the event's power requirements. Note any parts of the site you would like to keep people away from for safety reasons (embankments, water features, main roads etc.) and consider how you will do this. If possible get information on any underground cabling, water pipes etc. and mark them down. With your map continue to develop your site plan.

Basic amenities

All public events must provide patrons with basic amenities such as access to toilets, drinking water and, if it is a daytime event in warmer weather, some shade options. Amenities should be signposted and your event should have an information booth, where people can find out about all aspects of the event. Remember as organizers you are inviting the public to *your* event. You have a duty of care to them.

Roads and parking

Cars and events can take considerable planning. If possible, always promote public transport or other non-car options as part of your event publicity. Remember to arrange a drop off point close to the event for frail or disabled event goers. You will need enough land to park cars and enough people to direct traffic. Road closures need to be approved by Council.

Waste Management

Make sure you have thought through how you will deal with all waste generated by the event. Recycling can work (see info below). Toilets need to cater for the numbers expected and for patrons with disabilities. There needs to be a pump out and cleaning plan, particularly if the event is scheduled to go for longer than a few hours.

Temporary Structures

Any temporary stages, marquees, tents or other structures should have their location determined prior to the event. If possible use a marker to outline where everything goes prior to delivery and set up. Make sure you have checked with Council or other utilities such as phone companies, to ensure you don't spike cables or pipes during set up. Any stage areas should include a secure area where performers can get changed, assemble their gear etc. Remember temporary structures will need to be certified to satisfy your Public Assembly Licence (see Info sheet no.)

Site Safety

Make time after set up and prior to the public arriving, to walk around the site and make sure there are no obvious safety problems. Electricity cabling for example should be under rubber matting, any temporary fencing posts should be secure and clearly visible, any roads through the event site should be controlled. Make a note of these precautions and keep it as part of your risk management plan.

Emergency Response Plan

An emergency response plan means organizers have considered how to deal with the unlikely prospect of fire, power failure, gas leak or other major threat to public safety during an event. Most plans focus on an evacuation procedure. To ensure this is possible, event organizers need to consider early in their site planning:

- An appropriate assembly point they could use in the event of an emergency. (The point needs to be accessible and away from temporary or built structures.)
- Good site access for emergency vehicles.

For more information on emergency response planning see Info sheet no :

Box 1

Useful Contacts

Check the Yellow Pages for hire and waste disposal companies

Contact the Southern Waste Strategy Authority's Events Recycling Program on 6224 3088 for details on using recycling stations at your event.

Traffic Closures – Contact GCC Roads on 6216 6310

Traffic Direction – Call Glenorchy Police to request any assistance on 6230 2777

Events and Underground Cabling

If your event is in a GCC park or recreation ground call 6216 6739 before you sink any tent pegs.

