

Planning is the most important part of running a successful event, and this means starting well in advance. The best way to approach planning is to develop a detailed management plan detailing tasks and timeframes. Crucial elements of the event such as fundraising, advertising and securing catering and entertainment need to happen well in advance of the event necessitating the need for structured planning and timelines.

Note: In the current Covid-19 climate, it is crucial that your event complies with current safety guidelines provided by the Queensland Government and Racing Queensland (RQ). Please refer to the latest resources available relating to Covid-19 operating conditions on the RQ website, Club Platform and QLD Government Health website.

What are the Benefits of a Successful and Safe Event

Comprehensive planning and the completion of an Event Management Plan will provide the best chance to conduct a safe and successful event and achieve maximum benefit for the community. The benefits are:

- Efficient movement of patrons, staff and equipment throughout the venue thus making the event more enjoyable for all involved.
- Reduction in accidents and injury which significantly reduces the risk of public liability claims and subsequent first aid and insurance costs.
- Reduced personal stress and concerns for event organisers who can refer to a comprehensive event management plan, which is supported by all the event stakeholders.
- Documentation of all the planning with evidence of the attention to duty of care and awareness of the responsibilities of event organisers.
- Happy and contented crowds leading to fewer incidents and disruptions. This will in turn reduce the costs of security, cleaning and repairs.
- Quicker responses to incidents, creating a more secure environment for volunteers, staff and patrons.
- Long-term sustainability from the widespread support of volunteers, staff, patrons and the local community.
- Increased opportunities for long-term sponsorship from the corporate and community sectors.
- Reduced personal stress and concerns for event managers who can refer to a comprehensive event.
- Documentation of all the planning with evidence of the attention to duty of care and awareness of the responsibilities of event managers.

Despite the many roles and responsibilities that must be assumed, planning and managing a community event can provide event organisers with immense personal satisfaction, the opportunity to raise awareness around a particular message or area of work, and event proceeds which can be applied for the benefit of the community.

The information provided in this document is designed to walk you through each step involved in organising a public event, but be mindful that this is a guide only and that there may be additional information or requirements that are not necessarily listed in this document. Please ensure you

consult with your local government authority and other relevant agencies in developing your Event Management Plan.

Links:

QLD Government Events in Queensland Best Practice Guideline

https://www.qld.gov.au/_data/assets/pdf_file/0032/94595/events-in-queensland-best-practice-guidelines.pdf

QLD Government Event Management Plan Templates

<https://www.qld.gov.au/about/events-awards-honours/events/running-events>