**Event Plan Template**

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| --- | --- | --- | --- | --- |
| **Club** |  | | | |
| **Event Name** |  | | | |
| **Location** |  | | **Date** |  |
| **Start Time** |  | **End Time** | |  |

**Event Description**

Please describe your event including as much detail as possible.

**Event Purpose**

Eg. Bring people together, education, networking, enhance career opportunities etc.

1 – 2 bullet points.

**Target Audience**

Who is your event aimed at? Club members only? Families? Wider student population? You can have primary, secondary and third target audiences.

**Key Event Timings**

Please list the key milestones that are vital to your event. This could include stakeholder meetings, deadlines to book in the venue or catering, the pack in/set up, key operational activities, pack out etc.

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| **Date** | **Time** | **Activity** |
| *Eg. Tues 19 Oct* | *0900 – 1500* | *Fencing pack in for Garden Party* |
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**Key Event Delivery Team**

Please list those involved in the delivery of the event. This could include your Club Exec, any club members who hold an important role, or contractors that are providing a key service.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Mobile Number** | **Email Address** |
| *Eg. Sarah* | *Event Lead* | *027 123 4567* | *sarah@lincolnuni.ac.nz* |
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**Risk Assessment**

Please list any relevant hazards which may pose a threat to the health & safety of your attendees. Please include details of what you will do to mitigate these risks.

Hazards might include:

* Environment
* Location / Geography
* Traffic
* Manual handling eg. Lifting
* Psycho-social eg. Stress
* Thermal eg. Hot or cold surfaces
* Weather & sun exposure
* Fire / explosion
* Trip hazards
* Food & Beverage
* Infrastructure

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| --- | --- |
| **Hazard 1** | |
| Hazard | *Eg. Moving vehicles* |
| Potential Outcome | *Pedestrian hit by vehicle.*  *Minor to serious injury.* |
| Risk rating | *Low,* ***Moderate****, High or Extreme* |
| Actions taken to mitigate the risk | *Limit pedestrian activity in areas where there will be moving vehicles.*  *Enforce 10km/hr speed limit inside site.*  *All moving vehicles to have hazard lights flashing.*  *All pedestrians onsite during pack in to wear hi-vis vests.*  *No vehicle movement inside site after event has begun.* |

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| **Hazard 2** | |
| Hazard |  |
| Potential Outcome |  |
| Risk rating | Low,Moderate, High or Extreme |
| Actions taken to mitigate the risk |  |

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| **Hazard 3** | |
| Hazard |  |
| Potential Outcome |  |
| Risk rating | Low,Moderate, High or Extreme |
| Actions taken to mitigate the risk |  |

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| **Hazard 4** | |
| Hazard |  |
| Potential Outcome |  |
| Risk rating | Low,Moderate, High or Extreme |
| Actions taken to mitigate the risk |  |

Copy and paste the above table to address further hazards if necessary for your event.