

EVENT SITE PLAN



NAME OF EVENT			
ORGANISATION			
CONTACT NAME		PHONE	
EMAIL			

A detailed layout of your event is to be included with your application.

A site plan is a map that shows the area on which your event is being staged. A site plan assists with permit applications, communication with event participants including vendors, performers, spectators, suppliers and staff. It might also be used to communicate with emergency services if required.

A map of the site and surrounding areas is the starting point for a good site plan. Make sure North is marked on the map. Existing buildings, structures, footpaths, significant trees and vegetation, access points, fences, toilets, prohibited access areas, power, telecommunications and water lines should be clearly marked.

It is useful to mark positions for marshals, event management team members and other key event personnel.

Items to consider on your Event Site Plan are listed below:

- Amenities (power, tap water)
- Entry / Exit points
- Evacuation routes (pedestrian + vehicle)
- Marquees and stalls
- Parking
- Road closures
- Toilets - Location and number
- Stages
- Information tent
- Lost children stations
- Licenses liquor outlets (bars)
- Water hazards (potential hazards or site-specific characteristics)
- Amusement rides
- Lighting/Sound equipment
- Water stations
- Covid-19 registration station
- Sanitation Station
- Refuse and recycling
- Exclusion Zones
- Designated Smoke Areas
- Fire Fighting Equipment
- Event boundaries
- Animals
- First aid post
- Signage

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