**CLUBS AND SOCIETIES**

**EVENT MANAGEMENT PLAN**

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| **EVENT DETAILS** |
| Name of Event: |  |
| Event Location/Venue: |  |
| Date of Event: |  | Time of Event: |  |
| Required set-up time: |  |
| Required pack-up time: |  |
| Number of volunteers required: |  |

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| Event Coordinator/Manager: |  |  |  |
| Email Address: |  |  |  |
| Phone Number: |  |  |  |

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| **DESCRIBE THE MAIN PURPOSE OF THE EVENT:** |
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| **DESCRIBE THE TYPES OF ACTIVITES WHICH WILL BE CONDUCTED AT THE EVENT:** |
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| **WHO IS THE TARGET AUDIENCE:** |
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| **EXPECTED NUMBER OF ATTENDEES:** |  |
| **APPROVALS & PERMITS:****e.g. CSE funding, venue bookings, floorplans, food handling** |  |
| **ACCESS:****(including emergency vehicles)** |  |
| **AMENITIES:****e.g. equipment hire, sound, shade, seating** |  |

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| **VOLUNTEER MANAGEMENT** |
| Use this table to list the names of the volunteers, their contact details, their roles and responsibilities, the name of the person they will report to, and any volunteers they will be responsible for |
| Name | Contact Details | Roles & Responsibilities | Reports to | Responsible for |
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| **EVENT BUDGET** |
| List all of your anticipated income and expenses for the event to ensure that the event will be financially viable |
| Income | Estimated | Actual |
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| TOTAL INCOME |  |  |

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| Expenses | Estimated | Actual |
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| TOTAL EXPENSES |  |  |
| TOTAL PROFIT/LOSS |  |  |

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| **RISK ASSESSMENT** |
| Date: |  | Event: |  |
| Assessor: |  | Signature: |  |

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| POTENTIAL RISK | LIKELIHOOD | SEVERITY | RISK PRIORITY | TREATMENT | RESPONSIBLE PERSON | TIMEFRAME |
| **Planning (pre-event)** |
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| **Financial** |
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| **Operational (during event)** |
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| **Post Event** |
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LIKELIHOOD:

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| **Level** | **Descriptor** | **Example detail description** |
| 1 | Rare | May occur only in exceptional circumstances |
| 2 | Unlikely | Could occur at some time |
| 3 | Possible | Might occur at some time |
| 4 | Likely | Will probably occur in most circumstances |
| 5 | Almost certain | Is expected to occur in most circumstances |

SEVERITY:

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| **Level** | **Descriptor** | **Example detail description** |
| 1 | Insignificant | No injuries; low financial loss |
| 2 | Minor | First aid treatment; on-site release immediately contained; medium financial loss |
| 3 | Moderate | Medical treatment required; on-site release contained with outside assistance; high financial loss |
| 4 | Major | Extensive injuries; loss of production capability; off-site release with no detrimental effects; major financial loss |
| 5 | Catastrophic | Death; toxic release off-site with detrimental effect; huge financial loss |

RISK PRIORITY:

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| ***Likelihood*** | ***Consequences*** |
| **1 Insignificant** | **2 Minor** | **3 Moderate** | **4 Major** | **5 Catastrophic** |
| **1 (Rare)** | Low | Low | Medium | High | High |
| **2 (Unlikely)** | Low | Low | Medium | High | Extreme |
| **3 (Moderate)** | Low | Medium | High | Extreme | Extreme |
| **4 (Likely)** | Medium | High  | High | Extreme | Extreme |
| **5 (Almost certain)** | High | High | Extreme | Extreme | Extreme |

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| **EVENT RUNSHEET** |
| Date: |  |
| Event: |  |
| Event Contact: |  |

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| TIME | TASK | RESPONSIBILITY |
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| **EVENT FOLLOW-UP** |
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| **NOTES:** |
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| **ACTION TABLES** |
| Use these action tables to list the things that you need to do in preparing for and running your event. Remember to include contingency plans, marketing and promotion, risk management and event evaluation |
| Action | Detail | Timeframe | Lead role/responsibility | Estimated cost |
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| **HOW WILL YOU EVALUATE THE SUCCESS OF YOUR EVENT?** |
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