

# Planning a Community Event?

ON THE FRASER COAST



## Start with us.



**call Events Support**

1300 79 49 29

[events@frasercoast.com.au](mailto:events@frasercoast.com.au)

**We're here to help**

When everyone is depending on you for the success of your event, you also need someone to depend on.

Get free advice on how to make sure your event or activity ticks all the Council boxes, and avoid costly mistakes, delays and risks to public safety.



# PLANNING SHEET

## What type of event?

- ☐ Fundraiser; swap meet; car show
- ☐ Community awareness activities and awards (eg: Seniors Week, NAIDOC)
- ☐ Commemorative / civic celebrations (eg: Australia Day, Anzac Day, Easter services)
- ☐ Community celebrations (eg: street party, Christmas/New Year; rally, fishing competition)
- ☐ Sporting carnivals, regattas and championships
- ☐ Regional events, festivals and concerts (eg: Mary Poppins Festival, Ocean Fest, Carnival, Rodeo, Concert, Expo, Circus)
- ☐ Other

## What will happen?

- ☐ Serve food and drinks, alcohol
- ☐ Stallholders, static displays
- ☐ Entertainment, lighting, film or other projection, music, amplifiers
- ☐ Amusement rides, stages and structures
- ☐ Animals, moving vehicles, working machinery, demonstrations, interactive displays or activities
- ☐ Road or carpark closures
- ☐ Sporting activities
- ☐ Aerial activities (skydiving, kites, drones, etc)
- ☐ Water-related activities
- ☐ Fireworks
- ☐ Other

Event name:

### Use this sheet to begin to document the necessary information.

We can then advise you as to which other departments or authorities may be needed to provide information, assistance or approvals.

It also alerts us to key issues like requirements for power, water, waste collection and removal, and sanitation.

## When will it happen?

Proposed date      /      /

☐ Setup times

☐ Event times

☐ Pull down and clean up times

## Who's coming?

- ☐ Adults, with fully supervised activities, or coming to an invitation only event
- ☐ General public
- ☐ Targeted audience: children, aged, persons with disabilities, any group with unsupervised activities
- ☐ Other

## Where will it happen?

- ☐ Park
- ☐ Street
- ☐ Beach
- ☐ Hall
- ☐ Other

## Who's in charge?

- ☐ Not-for-profit entity
- ☐ Commercial entity
- ☐ Individual

Name of contact person

## Who's involved?

- ☐ Volunteers
- ☐ Employees
- ☐ Contractors
- ☐ Has grant funding or similar been given or will be applied for?

*Did you know?*

An **Event Permit** is needed to conduct most types of events and activities held on public land.

A *minimum of 4 weeks* is required to process event approvals, or *6+ months* for large scale events.

**4**  
weeks

*The approval process takes time*

**6+**  
months



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