**Creating an Event in Queensland**

**General Information:**

The Queensland Government COVID-19 website [www.covid19.qld.gov.au/government-actions/covid-safe-events](http://www.covid19.qld.gov.au/government-actions/covid-safe-events) has information and checklists to support COVID-safe events and delivery in Queensland. It is important that event operators have strong risk management procedures in place given the current environment and follow Public Health Directions.

For specific questions on COVID Safe events there is also information on the Roadmap to easing restrictions, found here: [www.covid19.qld.gov.au](http://www.covid19.qld.gov.au) or contact the Helpline 134 COVID ( 13 42 68).

Staying up to date with [Restrictions in Queensland](https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/public-health-directions) will ensure your event operates safely.

The Framework for COVID Safe Events:

* Fewer than 1,500 attendees – no approval needed when following a COVID Safe Event Checklist
* 1,500 to 10,000 attendees – need a COVID Safe Event Plan approved by local public health units
* Over 10,000 attendees – need a COVID Safe Event Plan approved by the Queensland Chief Health Officer.

For further information please refer to the [Industry Framework for COVID Safe Event in Queensland](https://www.covid19.qld.gov.au/__data/assets/pdf_file/0018/132570/industry-framework-covid-safe-events.pdf) for a guide to operating an event safely during the COVID pandemic.

[Major Events Act 2014](https://www.legislation.qld.gov.au/view/pdf/inforce/2017-07-03/act-2014-060) provides the current Queensland legislation relating to events.

[QPS Event Safe](https://www.police.qld.gov.au/initiatives/event-safe) provides information and registration for a safe event.

**If you are planning a public event in Queensland, you will need to consider the following. Most of these will be required when planning a large-scale event, while only a few may be required for small-scale events.**

* Risk Management
* Insurance
* Incident Reporting
* First Aid Response
* Emergency Response
* Waste Management
* Staff and Volunteers
* Health and Safety
* Traffic Management
* Welcome to Country
* Legal Considerations
* Event Documentation
* Evaluation
* COVID-Safe Plan

Other things to consider:

* Managing large crowds
* Fireworks
* Alcohol – liquor license & every person pouring alcohol must have a current RSA.
* Temporary Structures
* Weather impacts
* Lighting to ensure safety
* Electricity, gas and fire controls
* Security
* Food and beverage
* Site visits
* Financial considerations – crowd funding, government grants
* Performers and entertainers – ensure they have Public Liability Insurance
* Accessibility
* Sponsorship
* Fundraising
* Grants
* Marketing
* Media and public relations
* Communication

If your event involves children and/or people with special needs, you will need to ensure the appropriate people comply with working with children and have the appropriate cards: blue card and/or yellow card.

When working with volunteers, please ensure you are aware of the regulations and requirements when it comes to [unpaid work](https://www.fairwork.gov.au/how-we-will-help/templates-and-guides/fact-sheets/unpaid-work/unpaid-work) and ensure you understand the work descriptions of a paid versus unpaid worker. For basic guidelines please refer to [volunteer rights and checklist](https://www.volunteeringaustralia.org/wp-content/files_mf/1376971192VAVolunteerRightsandchecklist.pdf) information sheet.

**Planning Resources:**

[Events in Queensland – Best practice guidelines for event delivery in Queensland](https://www.qld.gov.au/__data/assets/pdf_file/0032/94595/events-in-queensland-best-practice-guidelines.pdf)

A Queensland Government guide to creating an event in Queensland.

[Event Planning Guide for Events on Council Land](https://www.moretonbay.qld.gov.au/files/assets/public/services/licence-regulations/events/event-planning-guide-organising-an-event.pdf)

A Moreton Bay Council planning guide for events on council land.

[Tourism & Events Queensland Events Guide](https://teq.queensland.com/industry-resources/how-to-guides/queensland-events-guide)

A Tourism & Events Queensland guide to events in Queensland.

[Non-profit fundraising events planning guide to alcohol, safety and event management](https://www.police.qld.gov.au/sites/default/files/2018-08/EventMgmentGuide.pdf)

A Queensland Police event management guide for non-profit fundraising events.

[Blue cards](https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card)

A Queensland Government guide to regulations regarding working with children.

[Yellow cards](https://www.communities.qld.gov.au/industry-partners/criminal-history-screening/about-criminal-history-screening)

A Queensland Government guide to regulations regarding working with adults who have a disability.

[Volunteer Value](https://volunteeringqld.org.au/volunteers/facts-figures#economic-value-of-volunteering)

A Volunteering Queensland guide to understanding and calculating volunteer value. Also see [Volunteer value calculator](https://volunteeringqld.org.au/calculator).

**Event Management Plan**

[Event details and run sheets](https://www.qld.gov.au/__data/assets/excel_doc/0024/38823/bump-and-run-runsheet.xls)

A Queensland Government example of an event run sheet including bump in. Event collateral documents should also include staff roles, responsibilities, and contact details.

[Event Budget](https://www.qld.gov.au/__data/assets/excel_doc/0023/38822/event-budget-template.xlsx)

A Queensland Government example of an event budget.

[Coffs Coast Events - Event Timeline](https://www.coffscoastevents.com.au/templates/Event%20Timeline%20Template.xlsx)

A template of an event timeline. Timelines can also easily be done through a [Gantt Chart](https://www.communities.qld.gov.au/resources/dcdss/disability/ndis/provider-toolkit/5c-marketing-services-gantt-chart.xlsx).

[Coffs Coast Events - Production schedules](https://www.coffscoastevents.com.au/free-templates/event-production-schedule-template/)

A template for a bump in and out production schedule.

Permits and approvals

Depending on the type of event, you may need to obtain one or all of the below permits:

* [Commercial Public Event Permit](https://ablis.business.gov.au/service/qld/commercial-public-event-permit/35467),
* [Brisbane Entertainment Permit](https://www.brisbane.qld.gov.au/laws-and-permits/laws-and-permits-for-businesses/events-venues-and-filming/events-and-festivals/entertainment-event-permit),
* [Liquor-related permits](https://www.business.qld.gov.au/industries/hospitality-tourism-sport/liquor-gaming/liquor/licensing/applications/permits)

[Site Plan](https://www.qld.gov.au/__data/assets/word_doc/0033/38688/event-site-plan.docx)

A Queensland Government site plan template.

[Risk Management Plan](https://www.qld.gov.au/__data/assets/excel_doc/0030/38775/risk-mangemen-plan.xlsx) / Incident Management

A Queensland Government Risk Management Plan editable template.

Please see an example of an [Incident Report Form](https://www.qld.gov.au/__data/assets/word_doc/0026/38825/incident-report-form.docx) here.

[Marketing Plan](https://www.business.gov.au/planning/business-plans/how-to-write-your-marketing-plan) & [Communication plan](https://www.dpc.nsw.gov.au/tools-and-resources/event-starter-guide/communication/)

A Business Queensland guide to writing a marketing plan and an event starter guide to a communication plan. For an example template, see [here.](https://www.qld.gov.au/__data/assets/word_doc/0024/39066/marketing-and-communications-plan.docx)

[Waste Management Plan](https://d1j8a4bqwzee3.cloudfront.net/~/media/Corporate/Documents/Events/Waste%20management%20plan%20template.doc?la=en)

A guide to waste management for event organisers.

[Emergency Response Plan](https://qed.qld.gov.au/emergencymanagement/Documents/erp-regions.doc)

A Queensland Department of Education and Training guide and template for an Emergency Response plan that can be altered for events.

[Traffic management plan](https://www.tmr.qld.gov.au/business-industry/Business-with-us/Traffic-Management) [only where needed]

A Transport of Main Roads guide to developing a Traffic Management Plan. Please see an example plan [here](https://documents.uow.edu.au/content/groups/public/%40web/%40ohs/documents/doc/uow161938.pdf).

[Contracts with suppliers, landowners, entertainers, staff, and volunteers](https://www.hpw.qld.gov.au/__data/assets/pdf_file/0010/3223/generalcontractconditionsv2.pdf)

General contract conditions to consider when creating a contract.

Please refer to the Queensland Government website for goods and services contract templates: <https://www.forgov.qld.gov.au/general-goods-and-services-templates>

**Useful Links:**

[Event Management Plan Template](https://www.qld.gov.au/__data/assets/word_doc/0025/38824/event-management-plan.docx)

A Queensland Government Event Management Plan template.

[Queensland Government Help with running successful events](https://www.qld.gov.au/about/events-awards-honours/events/running-events)

Resources and templates for running successful events.

[Project/Business Plan](https://www.publications.qld.gov.au/dataset/30775b7b-4198-4cef-9fef-8800d76648c6/resource/18324997-6e52-403b-9753-de5ca5ebbc25/download/businessplantemplate.docx)

A Queensland Government Business Plan editable template.

[Final Report](https://www.qld.gov.au/__data/assets/word_doc/0022/38821/final-report-template.doc)

A Queensland Government final report template.

[SWOT](https://www.business.qld.gov.au/starting-business/planning/market-customer-research/swot-analysis/example) and [PESTLE Analysis](https://docs.employment.gov.au/system/files/doc/other/module9_business_planning_0.docx)

Business Queensland guides to completing a SWOT and PESTLE analysis.