**Event Site Plan**

|  |  |
| --- | --- |
| EVENT NAME |  |
| EVENT ORGANISER |  |
| EVENT DATE / TIME |  |
| EVENT LOCATION |  |

A site plan is a map of the event and is essential for event planning and management. The site plan must be easy to interpret and can be distributed to key stakeholders for setting up the event. It is also an invaluable tool in an emergency. **The list below is a guide and event organisers will need to add their own specific points if required.**

SITE PLAN CHECKLIST

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Notes** | **Yes** | **No** |
| Underground services |  |  |  |
| Overhead services |  |  |  |
| Lighting |  |  |  |
| Entrances and exits |  |  |  |
| Evacuation Points |  |  |  |
| Assembly areas |  |  |  |
| Toilets |  |  |  |
| Fencing |  |  |  |
| Disabled access |  |  |  |
| Rubbish bins |  |  |  |
| Drinking water |  |  |  |
| First aid |  |  |  |
| Fire extinguishers |  |  |  |
| Availability of power |  |  |  |
| Availability of water |  |  |  |
| Telephone access |  |  |  |
| Road Closures |  |  |  |
| Parking areas |  |  |  |
| Vehicle access routes |  |  |  |
| Pedestrians routes |  |  |  |
| Proximity to public transport |  |  |  |
| Directional signage location |  |  |  |
| Registration area |  |  |  |
| Staff / volunteer area |  |  |  |
| Event administration area |  |  |  |
| Stages / marquees |  |  |  |
| Emergency access routes |  |  |  |
| Information booths |  |  |  |
| Performance / entertainment sites |  |  |  |
| Food vendor / stalls |  |  |  |
| Seating / shade |  |  |  |
| Licenced liquor consumption area |  |  |  |
| Restricted area/s |  |  |  |
| Covid station |  |  |  |
| Terrain, trees, bodies of water |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

MAP

(draw diagram below or attach a site plan)