



Stage@TheDock

Checklist



Event Planning Checklist

- Sought and been granted appropriate permissions and licences including TEN
- Risk Assessment completed and under continuous review
- Acquired Public Liability Insurance
- Identified public facility requirements
- Created an Event Plan
- Drawn up site plan
- Emergency Plan created, communicated and easy to access during the event
- Needs of those with a disability considered and catered for
- Parking arrangements made
- Relevant individuals and authorities informed
- Arrangements for waste management
- Inspections conducted
- Signage in place
- Personnel briefed
- Payment made to Freedom Festival Arts Trust