

**(Event title)**

**Day & date:**

**Start time: xx**

**Finish Time: xx**

Event Management Plan

<b>Entry to the event</b>	
Procedure	<ul style="list-style-type: none"><li>• Describe how entry in to the event is managed</li><li>• Provide details about how many entry's there are</li><li>• Provide information on the ticketing to the event – pre purchase / at the gate etc.</li><li>• Provide information about the ticket prices and any inclusions and / or variations of ticket prices</li></ul>
Wristbands	<ul style="list-style-type: none"><li>• Describe any wrist banding system should there be one is place including</li></ul>
Under 18 year olds (Minors)	<ul style="list-style-type: none"><li>• Describe the steps that will be taken with the management of minors around alcohol such as entry into the event and the service of alcohol to minors and the supervision of minors.</li></ul>
Checks – age and alcohol	<ul style="list-style-type: none"><li>• Describe any bag check measures</li><li>• Bags will be checked for alcohol</li><li>• Provide information if BYO alcohol is permitted into event.</li><li>• Describe the steps taken around identification checks.</li><li>• Describe security arrangements regarding these checks</li></ul>
<b>Event HQ Area – near the entrance</b>	<ul style="list-style-type: none"><li>• If there is a headquarters for the event, describe its location.</li></ul>
<b>Entry/Exit Points</b>	<ul style="list-style-type: none"><li>• Describe the number and management of exit/entry points for persons associated with the event such as patrons, staff, entertainers, service &amp; vendor vehicles</li></ul>
<b>Toilet Facilities</b>	<ul style="list-style-type: none"><li>• Provide information on the number of toilets available for patrons.</li></ul>

Alcohol and Serving Rules	
Bar opening and closing times	<ul style="list-style-type: none"> <li>• State when the bars will operate in relation to the event times also (it is usually expected that bars close at least 30 minute before an event ends).</li> <li>• State any serve restrictions that are planned (eg. Serve reductions)</li> </ul>
Range of drinks on sale	<ul style="list-style-type: none"> <li>• State the alcohol that is intended to be sold eg. Beer, wine, cider. RTD's</li> <li>• State volume of alcohol available</li> <li>• Provide a finalized bar menu</li> <li>• Describe how free water will be made readily available to customers (requirement of the Sale and Supply of Alcohol Act 2012)</li> <li>• Describe the selection of non-alcoholic drinks.</li> <li>• Describe the low alcohol alternatives</li> </ul>
Serving Areas	<ul style="list-style-type: none"> <li>• Describe any VIP areas. Describe what drinks are available. State if any complimentary drinks are included or if ticket price VIP Marquee where only people who have paid for their VIP pass may go (maximum 120 people). Serving beer, wine and cider. They still have to buy their drinks – no free drinks.</li> <li>• Explain where the bar(s) is situated</li> <li>• Explain staffing and management for the different areas alcohol will be served.</li> <li>• Explain systems in place to prevent the service of alcohol to prohibited persons</li> </ul>
Serving's per person when purchasing	<ul style="list-style-type: none"> <li>• Explain maximum number of alcoholic drinks which will be served per customer</li> </ul>
Bottles of Wine	<ul style="list-style-type: none"> <li>• Explain whether 750ml bottles of wine are intended to be sold</li> <li>• Describe when the service of these will cease</li> <li>• Describe any systems in place to encourage responsible consumption</li> </ul>
Glass/bottles	<ul style="list-style-type: none"> <li>• Explain the size and type of vessels that alcohol will be served in E.g., Glass / cans/ plastic bottles/ glasses etc for beer and cider.</li> </ul>
Glass/Rubbish	<ul style="list-style-type: none"> <li>• Outline waste disposal measures / plans</li> </ul>
Signage	<ul style="list-style-type: none"> <li>• All vineyards and bars are to provide signage re serving and intoxicated persons as well as age requirements and id check.</li> <li>• Free water signage – detail signage for free water</li> </ul>

	<ul style="list-style-type: none"> <li>• Prohibited persons signage – describe locations it will be displayed . It must be made clear that under 18 year olds can't be served</li> <li>• Describe any additional signage regarding responsible service of alcohol</li> <li>• Transport signage – describe signage being used and where it will be located.</li> </ul>
<b>First Aid / Emergency Services</b>	
St John's / Red Cross	<ul style="list-style-type: none"> <li>• Provide details of first aid provision including location and number of staff attending.</li> </ul>
Fire	<ul style="list-style-type: none"> <li>• Describe fire safety measures</li> <li>• Describe location of fire extinguishers</li> <li>• Advise if New Zealand Fire Service have been notified of the event</li> </ul>
Evacuation plan	<ul style="list-style-type: none"> <li>• Explain how staff will be briefed of any evacuation plans and how these might be executed.</li> </ul>
<b>Security</b>	
Security provider	<ul style="list-style-type: none"> <li>• State the security provider</li> <li>• State the number of personnel that will be in attendance including staggered times of staff should this be applicable.</li> </ul>
Security Duties	<ul style="list-style-type: none"> <li>• Explain the security duties such as bags checks, checking for alcohol, removal of patrons, checking for byo alcohol, general monitoring of the event and grounds.</li> </ul>
Fencing	<ul style="list-style-type: none"> <li>• Explain how the event is fenced / contained</li> <li>• Explain how/ if licensed areas are defined</li> <li>• Any other details relating to the containment of the event</li> </ul>
General staff	<ul style="list-style-type: none"> <li>• Explain general staffing of the event.</li> <li>• Describe procedures in place for staff to contact event organiser / HQ / Security</li> </ul>
Police	<ul style="list-style-type: none"> <li>• Advise if police have been notified of the event</li> <li>• Advise of any details of particular relevance to the police.</li> <li>• Advise if police are expected to attend</li> </ul>

<b>Management of intoxicated people</b>	<ul style="list-style-type: none"> <li>• Describe any systems that are in place for identifying patrons who are displaying signs of being influenced by alcohol</li> <li>• Explain any intervention measure</li> <li>• Provide details how people will be managed should they become intoxicated such as medical intervention / safe zones / providing food / water</li> </ul>
<b>Removal</b>	<ul style="list-style-type: none"> <li>• Provide details should anyone need to be removed how this will be managed and any safe transport arrangements you may have with local transport providers</li> </ul>
<b>Kids Area</b>	<ul style="list-style-type: none"> <li>• Provide details of kids zones / entertainment provided / supervision of these areas.</li> </ul>
<b>Food Stalls</b>	<ul style="list-style-type: none"> <li>• List the food vendors expected to attend and the food options each vendor provides</li> <li>• Describe location of the food vendors in relation to the bars</li> <li>• Describe any fire / emergency measures food vendors have in place.</li> </ul>
<b>Programme for the day</b>	<p>Provide details of the timetable for the day such as gates open close, bar open and close times, schedule for entertainers (starting &amp; finishing times for each act) etc.</p> <ul style="list-style-type: none"> <li>• 11.30-12.30 xxxx</li> <li>• 12.30 -1pm xxxx</li> <li>• 1.00 3.00 – xxxxx</li> <li>• 3.15 – 4.30 –xxxxxx</li> <li>• 4.45 – 6.00 –xxxxx</li> </ul>
<b>Contact People</b>	
Overall Event	Provide a list of key contact people for the event including the event organiser
Bar Manager/Duty Manager	Name(s) and (phone number(s))