The Grit and Resilience

PROGRAM

Rural City of
Wangaratta

Community Event
Planning Guide

What is the Grit and Resilience Program?

The Grit and Resilience Program is a four-year community-led program, funded by the Federal Government. The Program aims to better address and improve mental health and wellbeing and support for those affected by suicide across the Rural City of Wangaratta.

Within the Program there are three priority areas, two of which were directly nominated by community. Those priorities are:

- Creating connections – improving opportunities for people to connect.
- Including and involving – promoting inclusion.
- Postvention - promoting a change in community attitudes and in the response of services before and after a death by suicide within our community.

How to find out more:

Here is a link to the Grit and Resilience Program website where you can find more information on the Program: **www.wangaratta.vic.gov.au/Residents/Grit-Resilience**

If you have an idea you would like to discuss, you can contact the Grit and Resilience Program at **gritandresilience@wangaratta.vic.gov.au** or call **03 5722 0888**. We can help bring your idea to life!

Acknowledgement of Country

We acknowledge the traditional owners of the lands on which the Rural City of Wangaratta communities reside. We pay our respects to their Elders past, present and emerging, and celebrate and respect their continuing cultures.

Introduction

Are you involved in an organisation doing great work in our community? Have you got a bright idea for a community get-together that will increase participation and strengthen community connections and wellbeing? We can help make it happen!

This Guide has been put together to assist with your planning. There is a bit to consider when you put on an event, but it is not difficult, and we are here to help.

Our community told us they would like more events, activities, and community gatherings where everyone is valued, supported, and encouraged to participate and connect.

In partnership with Alpine Valley Community Leadership Program, and through consultation with a variety of local services and clubs, this Community Event Planning Guide was designed to help groups, clubs, and services to create an event that will encourage people to join in and become more involved in their community.

Contents

Event Plan/Checklist

1.	Complete the Grit and Resilience event application form	Date Completed	Initials
1.1	Brainstorm and research your event. Consider other events or groups in your community and whether you could collaborate.		
1.2	Discuss the idea and reach consensus about its purpose and objectives, the target audience and key activities.		
1.3	Choose a date. Check to ensure there are no other events in the region that would clash with your preferred date and that your preferred venue is available. The events team at RCoW will be able to help: events@wangaratta.vic.gov.au		
1.4	Complete the 'Community Event Proposal' (Appendix 1) and return it to: gritandresilience@wangaratta.vic.gov.au		

2.	Event Committee: Details and responsibilities Think about your committee and be clear about each person's responsibilities. You may not have someone for all of these positions, but it may be useful when considering what needs to be done.	Name	Mobile
2.1	Event Coordinator/Team Leader		
2.2	Treasurer		
2.3	Logistics and Catering		
2.4	Entertainment		
2.5	Groups, clubs and services		
2.6	Volunteer Leader		

2.	Event Committee: Details and responsibilities cont.	Name	Mobile
2.7	Communications/Advertising		
2.8	Event Coordinator/Team Leader.		
2.9	Safety		
For more information on these suggested roles, refer to Appendix 6.			

3.	Budget Setting a budget for an event when you're not experienced can be difficult, but it is essential. The Grit and Resilience team are there to help if you need. Once you establish your idea for an event, make enquiries with the venue and any entertainment providers you'd like and ask for quotes. Identify any in-kind contributions or potential sponsors. Will it be a ticketed event? If so, what needs to be factored into the price and how will the ticketing occur?	Date Completed	Initials
3.1	Nominate a treasurer to create the budget and keep track of all money and associated paperwork.		
3.2	Complete event budget template (Appendix 2).		
3.3	The budget is a working document, keep on top of all income and expenses.		

4.	Venue When choosing a venue consider all the facilities you will need, including entertainment and food vendors if these are going to be part of your event. Don't forget to plan for parking and traffic management, toilet facilities and how you'll deal with rubbish, especially if you are hoping to attract a crowd. Another thing to keep in mind is the suitability of the venue for foot traffic. Unexpected costs may be incurred if repairs are required to grassed sporting fields should they be damaged.	Date Completed	Initials
4.1	Venue name		
4.2	Name of owner (e.g., local council)		
4.3	Address		
4.4	Cost		
4.5	Key access or other details		
4.6	Backup venue for bad weather		
4.7	Accessibility for people with special needs		

5. **Permits, Governance and Risk** Permits are necessary to ensure your event is safe and that you have approval from Council. You may not require all the permits listed, but it is worth visiting each of these websites and checking what your responsibilities are. (See Appendix 3 for links and more information)	Date Completed	Initials
5.1 Council Event Permit		
5.2 Public Liability Insurance		
5.3 Risk assessment and management: "what happens if ..." (see Appendix 4).		
5.4 COVID Regulations and Requirements		
5.5 Food vendors (food vendors will have to apply directly with Streatrader)		
5.6 Service of alcohol. If you have plans to serve alcohol, choose vendors that have the appropriate liquor licence. An application for additional temporary liquor licences may be required. As event organiser, you have the right to ask for these as you are in charge.		
5.7 Stall holder permits. Stall holders will need to apply directly on the RCoW events page.		
5.8 A Working with Children Check will be required for all persons who will be working or interacting with children.		
5.9 If you are planning to fundraise, ensure you check if you require a permit.		

6. **Food and Beverages** Decide if your event will be offering food and beverages and what is suitable.	Date Completed	Initials
6.1 Approach community groups who might be able to benefit (e.g., Rotary sausage sizzle, football clubs etc.)		
6.2 Approach food vendors.*		
6.3 Approach beverage providers (coffee carts, wineries, breweries etc.)*		
6.4 Find out any costs and incorporate them into the budget.		
6.5 Plan and arrange for any requirements for the vendors e.g., power, water, waste removal, refrigeration. Suggest that vendors use environmentally thoughtful packaging.		
*See Section 5, for advice on permit requirements.		

7. **Entertainment** Will you offer entertainment: music, competitions, workshops, sporting games, coaches etc.?	Date Completed	Initials
7.1 Contact those you're interested in.		
7.2 Find out the entertainment requirements and costs and incorporate them into the budget.		
7.3 Plan and arrange for any requirements e.g., stage, lighting, power, tables, room for signage, sporting equipment.		
7.4 Check if any permits are required, e.g., for loud music or noise on certain days, or at certain times.		

8. **Groups, Clubs and Services** Can you incorporate other groups, clubs or services into your event? For example, Rotary, Lions, SES, or your local school. Have a look at Appendix 5 for suggestions. By involving other groups, they may be able to help host your event, or enhance it by offering workshops, displays, sharing of information or catering. They may also be able to help with logistics, such as lighting, car parking and dust control.	Date Completed	Initials
8.1 Approach service groups with an overview of your event and ask how they can get involved.		
8.2 Plan and arrange for any requirements for the vendors e.g., power, water, waste removal or refrigeration.		
8.3 Create a map showing where everyone will be positioned.		

9. **Promotion/Advertising** The Grit and Resilience Program communication team can help you to promote your event. Work with them to create the best communication plan. This might include Facebook posts, posters, advertising in community newsletters or mainstream media coverage.	Date Completed	Initials
9.1 Create a message to promote your event. Keep messaging simple. Key details are all you need – event name, date and time, location, why people should come and the cost, if any.		
9.2 Approach service groups with an overview of your event and ask how they can get involved.		

10. Volunteers	Date Completed	Initials
Volunteers are critical to all events. Volunteers need clear direction and communications, to understand their roles and tasks and to feel appreciated.		
10.1 List the tasks that need to be done.		
10.2 Define how many volunteers are required.		
10.3 Start putting out the word in your local community to find volunteers, explain what you would like help with and approximately how much time you are asking them to give.		
10.4 Offer a small incentive. This is not imperative, but it can help and might be something as simple as a free lunch and coffee on the day (put this into the budget!)		
10.5 Brief your volunteers on the day. We suggest the 'SMEACS' format (www.achieve-goal-setting-success.com/SMEAC-system.html). Be sure not to overload organiser's with too many volunteers to look after.		

11. Host Your Event	Date Completed	Initials
As the date of your event gets closer be organised, develop a clear running list of the tasks to be completed on the day and assign your volunteers jobs to help 'bump in' (set up your event), 'host' (support on the day) and, most importantly 'bump out' (clean up). A clear list of designated jobs and responsibilities helps the event to run smoothly.		
11.1 Complete the event 'to-do' list template – Appendix 7. There are some suggested tasks to get the ball rolling but add and change where appropriate. On the same appendix is a timetable and Gantt Chart template download to help you plan.		
11.2 Communicate with your committee and volunteers and give them designated roles, time requirements and allow them to ask any questions. Provide all volunteers the names and mobile numbers of committee members and their responsibilities.		

12. Evaluation	Date Completed	Initials
During the event, external evaluators organised by the Grit and Resilience Program team will be present to monitor the event. The Grit and Resilience Program team will also send out post event evaluation that will need to be completed by the event organisers. This feedback can be made available to you to assist you in further event planning.		
12.1 Evaluation		

Don't be daunted! Events happen all the time. There's a lot of resources available. Organising a memorable event is a great way to develop your confidence. You may discover a whole new skill and meet some new friends in the process.

This document is a simple guide to help host a community event. More detailed information can be found at Guidelines for Public Events: yarriambiack.vic.gov.au/wp-content/uploads/Guidelines-for-Public-Events-2018-V12-FINAL.pdf

References

Rural City of Wangaratta	wangaratta.vic.gov.au
Peer Space	peerspace.com/resources/
Smartsheet	smartsheet.com/
Victorian Government	yarriambiack.vic.gov.au/wp-content/uploads/ Guidelines-for-Public-Events-2018-V12-FINAL.pdf
Achieve Goal Setting Success	achieve-goal-setting-success.com/SMEAC-system.html

Appendix 1

Community Event Proposal

Event Coordinator Information			
Coordinator Name			
Coordinator Organisation			
Telephone		Mailing Address	
'Day of' Phone			
Fax			
Email		Website	
Additional Contact Name		Additional Contact Email	
Contact Phone 1		Contact Phone 2	

Event Name		
Description		
Where will the event be held?		
About you or your group		
Event Participants		
Special Requirements		
Event Summary		
Target Audience		
Time Frame		
Budget		

Event Name	
Event Date	
Event Time	
Venue	
Location	
Guest Count	
Theme	
Key Messaging	
Event Goals	

Signatures	Event Planners	Printed Name	Client	Printed Name
		Signature		Signature
		Date		Date

Appendix 2

Budget Template

Categories		Details	$ Estimated	$ Actual	$ Difference
Venue	Venue Rental				
	Entertainment				
	Equipment Hire				
	Decorations				
	Cleaning				
	Other				
Subtotal					
Catering	Food and Beverages				
	Beverages				
	Catering				
	Permits				
	Other				
Subtotal					
Permits and Logistics	Rural City of Wangaratta				
	Waste Removal				
	Signage				
	Traffic Management				
	Other				
Subtotal					
Promotion/ Advertising	Design				
	Printing				
	Advertising				
	Other				
Subtotal					
Volunteers	Food and Beverages				
	Gifts				
Subtotal					
TOTAL EXPENSES					
Income					
Ticket Sales					
TOTAL INCOME					
Total					

Deduct the total expenses
from the total income

Appendix 3

Permits, Governance and Risk

A helpful page to visit when first starting to play your event is the 'Planning an Event' on the Rural City of Wangaratta website: www.wangaratta.vic.gov.au/Business/Planning-an-event

On the site you will find:

- Event categories and links to permits
- Vendor application forms
- POPE (Place of Public Entertainment) and temporary structure permits
- Venue hire
- Sporting venue hire
- Town entry signs (request to advertise your event)

Categories of events and when you need apply for a permit:

- Fewer than 100 attending: A 'public gathering notification' needs to be submitted at least two weeks before the event, which can be found at:
  www.wangaratta.vic.gov.au/Business/Planning-an-event/Event-categories/Public-gathering

- 100 – 500 attending: A low impact event permit needs to be submitted at least two weeks before the event. These events can include:
  – Up to three pieces of infrastructure (marquees, stage, inflatable rides)
  – Up to five caterers/food vendors
  – Music can be played but is restricted to five hours and be kept under a noise level of 65dba
  – Limited impact on parking and doesn't require road closures
  More information can be found at:
  www.wangaratta.vic.gov.au/Business/Planning-an-event/Event-categories/Low-impact-event

- 500 – 3000 attending: A medium to high impact event permit needs to be submitted 30-90 days before the event. Visit this page for details:
  www.wangaratta.vic.gov.au/Business/Planning-an-event/Event-categories/Medium-high-impact-events

Public Liability Insurance

Events need to have their own Public Liability Insurance or be supported by an organisation (private or community) that will cover this for them. For help or more information ask the Grit and Resilience Program team.

Risk Assessment

This is essential when holding an event - you have invested a lot of time and effort. A risk assessment helps you think through the "what would happen if..." scenarios that may occur. If you're not familiar with a risk plan, complete the Rural City of Wangaratta risk form - Appendix 4. As part of your risk assessment, please review the following section on COVID regulations.

COVID Regulations

COVID regulations are a part of the 'new normal' and will need to be addressed according to the regulations at the time. www.coronavirus.vic.gov.au/public-events

Some of the regulations to consider (as of October 2021). Please ensure to check the above website as rules and regulations change often with COVID-19.

- If under 1000 people – Registering your event and complete an online checklist: www.coronavirus.vic.gov.au/register-your-public-event
- If over 1000 people – Register event as above and complete a full COVID safe event plan: https://www.coronavirus.vic.gov.au/register-your-public-event
- Having a pre-booking system, such as Eventbrite, even if the event is free.
- Have a fully enclosed 'fence' with a dedicated entry and exit points.
- Have QR check in process at entry point (and vaccination history check in near future).
- Have COVID marshals on site (1 per 200 people) – Free training available (15mins): www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training)
- Have signs/posters on display to remind people about social distancing, hand washing etc.
- Do a pre-screening health check on your volunteers/staff

Stall Holders Permits

Stall holders attending an event will need to complete the following form. This includes food vendors, selling goods or displays. https://au.openforms.com/Form/597a1251-1ab8-49b7-964c-9d2fee5feece

Food Vendors

Any food vendor supplying or selling food or beverages at the event will need to complete a Streatrader permit. This can be found by visiting: https://streatrader.health.vic.gov.au/

Working with Children Check (WWCC)

WWCC's will be required for anyone working or interacting with children. You can apply for either an employee or volunteer WWCC by visiting this website: www.workingwithchildren.vic.gov.au/

Fundraising Permits

If you are planning to fundraise, prior or during your event, check your responsibilities and if you are required to register on this website: https://www.consumer.vic.gov.au/clubs-and-fundraising/fundraisers

Appendix 4

Risk Management Form

For Low Impact Events the following Risk Management Form must be completed and submitted to Council before any Event Permit will be issued.

This Risk Assessment Form provides details of the minimum standards for including some activities and equipment at your event; as well as providing guidelines on other OH&S requirements that should be considered to ensure that your event is safe including:

- Alcohol Management
- BBQS - Gas Bottles / Gas Safety
- Crowd Control/Security
- Electrical Safety
- Events at Night
- Fire
- First Aid
- Food Safety
- Jumping Castles / Inflatables and Amusement Rides
- Marquee and Umbrellas Collapse/ Launch Due to Poor Installation

- Noise
- Petting Zoos and Animals
- Slips, Trips and Falls
- Smoking - New Regulations
- Temporary Infrastructure – Stages, Screens
- Toilets
- Traffic Management
- Waste Management
- Weather - Heat / TFB planning / High winds / Rain
- Working with Children - New Regulations

Event organisers complete the form by:

• Reading and ticking the check-box to confirm that they will meet the minimum risk management standards set by Council;

• Adding in details of any other control methods they will use to address listed risks; and

• Identify other possible risks at the event; possible consequences; completing the risk rating; allocating responsibility and the actions they are taking to cover the risk.

• Only complete the sections applicable to your event.

Please download your copy of the Risk management form here:
www.wangaratta.vic.gov.au/Residents/Grit-Resilience/Resources
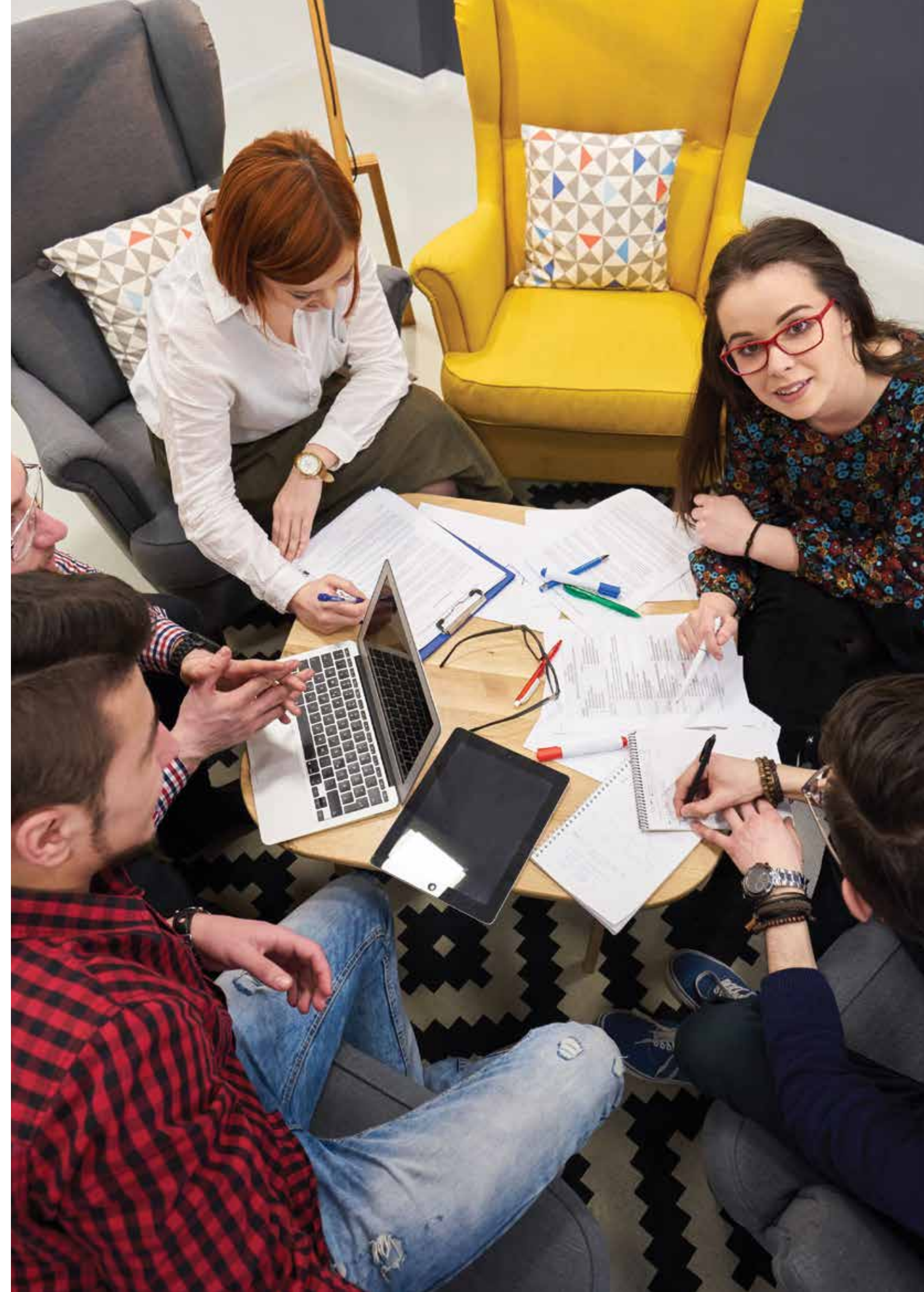
Appendix 5

Services

This is a suggested list, feel free to think local and involve any community group that would help/enhance your event.

Category	Organisation Name	Website
Community Organisations	Alpine Valleys Community Leadership Program	www.avclp.org.au
	Australian Plants Society	www.apsvic.org.au
	Carevan Wangaratta	www.carevanwangaratta.org.au
	El Dorado Tourism Business Group	www.eldorado.org.au
	El Dorado Museum Association Incorporated	www.eldoradomuseum.com
	Glenrowan Gazette	www.glenrowangazette.org.au
	Glenrowan Improvers Group	www.glenrowangazette.org.au
	LINE Wangaratta	www.gvpride.org/partners/line
	Make-A-Wish Foundation	www.makeawish.org.au
	Milawa Gourmet Region Association	www.milawagourmet.com
	Moyhu Action Group	www.moyhu.vic.au
	NESAY	www.nesay.com.au
	Northeast Multicultural Association Inc.	www.nema.org,au
	OAK FM 101.3	www.oakfm.com.au/home
	Oxley Residents Association	www.oxley.vic.au
	Roadsafe North East Road Safety Council	www.roadsafenortheast.com.au
	The Centre	www.thecentre.vic.edu.au
	The Centre – Community Visitors Scheme	www.thecentre.vic.edu.au
	The Centre – Sport North East	www.sportnortheast.com.au
	The Centre – Volunteer Skillsbank	www.nevictoria.skillsbank.com.au
	U3A Wangaratta Inc.	www.wangarattau3a.org,au
	UMFC	www.umfc.com.au

Category	Organisation Name	Website
Community Organisations continued.	Unitingcare Goulburn North East	www.unitingcaregne.org,au
	Vicdeaf	www.vicdeaf.com.au
	Wangaratta Agriculture Society	www.wangarattashow.org.au
	Wangaratta & District Mens Shed Inc.	www.wdms.org.au
	Wangaratta Family History Society	www.wfhs.org,au
	Wangaratta Freecycle	www.freecycle.org
	Wangaratta Girl Guides	www.guidesvic.org.au/ggv
	Wangaratta RSL Club Sub Branch	www.wangaratta.rslvic.com.au
	Wangaratta Toastmasters Club	www.wangaratta.toastmastersclubs.org
	Wangaratta Visitor Information Centre	www.visitwangaratta.com.au
	Wines of the King Valley	www.winesofthekingvalley.com.au
Health Services	Al-Anon Family Groups Northern Victorian	www.al-anon.org.au
	AusCare Home and Community Care	www.auscareservices.com.au
	Australian Breastfeeding Association	www.breastfeeding.asn.au
	Cancer Council Victoria – Wangaratta Volunteer Unit	www.cancervic.org.au
	Friends of the Hospital Auxiliary	www.nhw.hume.org.au
	Gambler's Help – Gateway Health	www.gatewayhealth.org,au
	Junction Support Services	www.junction.net.au
	NESAY	www.nesay.com.au
	Northeast Health Wangaratta (NHW)	www.nhw.hume.org.au
	SCOPE	www.scopevic.org.au
	UMFC	www.umfc.com.au
	Vicdeaf	www.vicdeaf.com.au
	Women's Health Goulburn North East	www.whealth.com.au

Appendix 6

Event Committee: Details and Responsibilities

Think about your committee and each person's role. You may not have someone for all of these positions, but it may be helpful when considering what needs to be done.

If you are short on team members, you can allocate extra roles to people who have the capacity to take on extra responsibility.

Try and allocate roles to people with skills to complete the role easier. i.e., the role of Treasurer could be someone who is good with numbers and finances.

The Gantt Chart template available for download in Appendix 7, allows you to allocate people to a role, allocate tasks and specific deadlines for your event.

Below is a list of some of the roles people could have to help organise your event:

Event Coordinator/Team Leader
Treasurer
Logistics and Catering
Promotions
Entertainment
Groups, Clubs and Services
Volunteer Leader
Communications
Safety

After you have worked through what positions and roles will be in your event team, review the Gantt Chart (Download link in Appendix 7), and allocate the position names to the allocated colour. This chart will let you add specific tasks to key dates. i.e., Treasurer: 4th of June - Deposit to hall paid.

The Checklist (Appendix 7), will allow you to work through a list of tasks and who is responsible. This allows the event coordinator/team leader to easily track tasks to ensure nothing is overlooked and things are completed successfully.

The Timetable (Appendix 7) is for the event day itself. If you need specific things done throughout the day, there is an area for you to record this also.

Appendix 7

To-do-lists, Timetable and Gantt Chart Templates.

Please find example templates below and on the following pages:

Event Overview		
Event Title		
Event Date		Event Time
Event Location		
Event Description		

Event Coordinator Information		
Role	**Name**	**Mobile Number**
Event Coordinator/Team Leader		
Treasurer		
Logistics and Catering		
Promotions		
Entertainment		
Groups, Clubs and Services		
Volunteer Leader		
Communications		
Safety		

Task Checklist and Delegation

Date Completed	Task	Person Responsible
Examples of possible tasks - please add/change according to your event		
XX/XX/2022	Check event date does not clash with other events	
	Book venue	
	Register event	
	Complete a risk assessment and plan	
	Gather volunteers	
	Create a contact list that will be easily accessable on the day of the event	
	Transport	
	Promotion of event (contact Grit and Resilience Program to help with this)	
	Volunteer briefing - suggest using the SMEACS format. Link in checklist	
	Provide log books to all volunteers, event participants and organisers to note down all the details of any incidents	
	Clean up - VERY IMPORTANT	

Equipment Specifications

Equipment Required	Comments		
Example: 100 chairs, 20 tables and 100 pce cutlery.	Example: Event-hire company		
Describe Staging Setup and Requirements			
A/V Point of Contact		A/V Phone	
A/V Email		Additional Staff	
Describe Any Additonal Setup Requirements			

Template Downloads

The templates in this guide are intended as an example. As Timetables and Gantt Charts can be quite large we have made useable templates available here:

www.wangaratta.vic.gov.au/Residents/Grit-Resilience/Resources

Notes

Notes