

PORT MACQUARIE-HASTINGS COUNCIL

EVENT ORGANISER'S TOOLKIT

USEFUL MANAGEMENT TEMPLATES



PORT MACQUARIE
HASTINGS

Dimension of Exit Widths

| Dimension of exits and path of travel to exits | Number of persons according to exit width |
|--|---|
| 1 m | 0 – 100 |
| 1,25 m | 101 – 125 |
| 1.5 m | 126 – 150 |
| 1.75 m | 151 – 175 |
| 2 m | 176 – 200 |
| 2.5 m | 201 – 275 |
| 3 m | 276 – 350 |
| 3.5 m | 351 - 425 |
| 4 m | 426 – 500 |
| 4.5 m | 501 - 575 |
| 5 m | 576 – 650 |
| 5.5 m | 651 – 725 |
| 6 m | 726 - 800 |
| 6.5 m | 801 – 875 |
| 7 m | 876 – 950 |
| 7.5 m | 951 – 1025 |
| 8 m | 1026 – 1100 |
| 8.5 m | 1101 – 1175 |
| 9 m | 1176 – 1250 |
| 9.5 m | 1251 – 1325 |
| 10 m | 1326 – 1400 |
| 10.5 m | 1401 – 1475 |
| 11 m | 1476 – 1550 |
| 11.5 m | 1551 – 1625 |
| 12 m | 1626 – 1750 |
| 12.5 m | 1751 – 1825 |
| 13 m | 1826 – 1900 |
| 13.5 m | 1901 – 1975 |

| Dimension of exits and path of travel to exits | Number of persons according to exit width |
|--|---|
| 14 m | 1976 – 2050 |
| 14.5 m | 2051 – 2125 |
| 15 m | 2126 – 2200 |
| 15.5 m | 2201 – 2275 |
| 16 m | 2276 – 2350 |
| 16.5 m | 2351 – 2425 |
| 17 m | 2426 – 2500 |
| 17 m (open spectator stand) | 2000 |
| 17.5 m (open spectator stand) | 2300 |
| 18 m (open spectator stand) | 2600 |
| 18.5 m (open spectator stand) | 2900 |
| 19 m (open spectator stand) | 3200 |
| 19.5 m (open spectator stand) | 3500 |
| 20 m (open spectator stand) | 3800 |
| 20.5 m (open spectator stand) | 4100 |
| 21 m (open spectator stand) | 4400 |
| 21.5 m (open spectator stand) | 4700 |
| 22 m (open spectator stand) | 5000 |
| 22.5 m (open spectator stand) | 5300 |
| 23 m (open spectator stand) | 5600 |
| 23.5 m (open spectator stand) | 5900 |
| 24 m (open spectator stand) | 6200 |
| 24.5 m (open spectator stand) | 6500 |
| 25 m (open spectator stand) | 6800 |
| 25.5 m (open spectator stand) | 7100 |
| 26 m (open spectator stand) | 7400 |
| 26.5 m (open spectator stand) | 7700 |
| | |

Participant Survey Template

The survey below is a sample/guide only. You'll need to amend or customise it to suit your event.

<EVENT NAME> EVENT SURVEY

Please complete this official _____ event survey. The information you provide will assist us to plan for an even greater event next year!

By completing this survey you will go in the draw to win some great prizes! Winners will be notified by telephone.

1. Where do you live?

Town/Suburb _____

State _____

Postcode _____

Country _____

2. Age Group (please select one choice only):

___ **less than 18**

___ **19 – 24**

___ **25 – 34**

___ **45 – 54**

___ **55 – 60**

___ **60+**

3. Did you travel to the event with non-attending friends/family?

___ **No**

___ **Yes**

if yes, how many?) _____

4. To what extent do you agree or disagree with the following statements?

| | Agree | Neutral | Disagree |
|--|--------------|----------------|-----------------|
| I will recommend the event to family and friends | | | |
| The services at the event met my expectations | | | |
| The facilities at the event (venue, toilets etc) were of a satisfactory standard | | | |
| I will attend the event again in the future | | | |
| I will return to the region outside of the event in the future | | | |

5. Per day, how much did you or your group (how many people? _____) spend on the following during your visit to this region for the event?

\$____ on retail

\$____ on accommodation

\$____ on cafes and restaurants

\$____ on cultural and recreational activities

\$____ on personal and other services (e.g. hairdressing, day spa)

\$____ Other (Please specify): _____

6. If you stayed overnight while attending the event please answer the following questions:

How many nights did you stay? _____

Are you travelling as part of a group? _____

If yes, how many in your group? _____

Where did you stay during your visit? _____

7. Are there any services or facilities that you would like to be made available at the event in future? If yes, please provide details.

8. How did you find out about the event (please select one or more choices)?

___ **Attended Previously**

___ **Word of Mouth**

___ **TV**

___ **Print Media**

___ **Internet**

___ **Radio**

___ **Direct Marketing**

THANK YOU FOR COMPLETING THIS SURVEY!!

To enter the draw for prizes, please write your name and phone number below:

Name: _____ Telephone: _____

This information is collected for the identification of prize winners. Personal information will not be provided to third parties at any stage.

Site Plan Checklist

| EXISTING ELEMENTS | TEMPORARY ELEMENTS |
|---|--|
| Direction of North | |
| Significant trees and sensitive flora/fauna sites | |
| Bodies of water | |
| Adjacent property owners (e.g. shopping centres, residents) | |
| Public telephone | |
| Existing fences, gates, barriers, bollards – SHOW DIMENSIONS | Temporary Fencing (mesh and picket) |
| Existing entry and exit points – SHOW WIDTH DIMENSIONS OF EACH POINT | Temporary entry/exit points |
| Existing Buildings and structures – SHOW DIMENSIONS | Large Temporary Structures: <ul style="list-style-type: none"> ▪ Tents and marquees (over 100sqm) ▪ Stages (over 10m x 15m) ▪ Prefabricated building (over 100sqm) ▪ Aerial rigs ▪ Cordoned off areas |
| | Smaller Temporary Structures <ul style="list-style-type: none"> ▪ Tents and marquees (under 100 sqm) ▪ Portable structures (e.g. caravans, toilets) ▪ Stages (under 150m square) |
| Permanent grandstands – SHOW DIMENSIONS | Temporary viewing areas – grandstands that accommodate more than 20 patrons |
| | Temporary viewing areas – grandstands that accommodate less than 20 patrons SHOW DIMENSIONS |
| Permanent seating areas– SHOW DIMENSIONS | Temporary seating areas – show chairs, rows and aisles and show distance between each row and aisle and seating area for wheelchairs |
| Existing pedestrian paths and walkways | Temporary pedestrian paths and walkways, including disabled paths |
| Existing steps and ramps | Temporary steps and ramps (including stages) |
| | Start/finish lines |
| | Route and direction of race (land, road and water) |
| | Pyrotechnics firing area and public exclusion zone |
| Existing amusement rides | Air castle and mechanical rides |
| | Animal nursery |
| Existing picnic and seating areas | Temporary picnic, quiet and seating areas |
| Restaurants, canteens | Temporary food vendors |
| | Licensed areas (show how area is cordoned off from the public – type of fencing used, position, height) |
| | Ticket offices/registration areas Site Offices Operations/communications centres Media areas Public information areas Lost children/property area |
| Existing lighting towers/or lights | Temporary lighting towers/or lights |
| Existing power sources | Temporary power sources, generators and distribution boxes |
| Power cables from power to equipment Show if leads are on the ground or strung overhead | Power cables from power source to equipment Show where area is cordoned off Show if leads are on the ground or strung overhead |
| Existing sewerage outlets | |

