Event Management Plan

SAMPLE

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Purpose and Scope

This Event Management Plan (EMP) provides a structured framework for planning, delivering and reviewing events in a manner that protects the health, safety and welfare of workers, contractors, volunteers, performers and attendees. It is designed to support compliance with Australian work health and safety (WHS) legislation, relevant Codes of Practice, Australian Standards and local authority requirements.

This EMP applies to all events organised, managed or controlled by [Company Name], including but not limited to:

- Hospitality events (e.g. conferences, gala dinners, festivals, food and beverage promotions)

- Public and private events (e.g. concerts, expos, community events, sporting events)

- Security services at events (e.g. crowd control, access control, asset protection, VIP security)

The EMP covers the full event lifecycle:

- Event concept and feasibility

- Planning and risk management

- Pre-event set-up and rehearsals

- Event delivery and crowd management

- Event pack-down and post-event review

Objectives

The objectives of this Event Management Plan are to:

- Establish a systematic approach to managing WHS risks associated with events

- Clarify roles, responsibilities and communication pathways for safe event delivery

- Integrate WHS requirements into all stages of event planning and operations

- Protect workers, contractors, volunteers, performers and attendees from harm

- Minimise the risk of property damage and business disruption

- Support WHS compliance with relevant legislation and regulatory requirements

- Provide a consistent template that can be adapted for different types and scales of events

Event Details

This section is to be completed for each specific event to which this EMP applies.

Event Summary

Item	Details

Event Schedule

Activity / Phase	Date	Start Time	Finish Time	Location	Responsible Person

Event Locations and Site Map

The event organiser must prepare and attach a current site map showing, as applicable:

- Entry and exit points (including emergency exits)

- Security checkpoints and bag search areas

- Ticketing and accreditation points

- Staging, performance and back-of-house areas

- Hospitality areas (e.g. food stalls, kitchens, VIP areas)

- Crowd congregation and high-density areas

- First aid posts and medical facilities

- Emergency assembly areas

- Vehicle access routes, loading zones and parking

- Restricted areas and secure zones

- Amenities (toilets, parents' rooms, accessible facilities)

- ☐ Site map prepared and attached

- ☐ Site map provided to security, event staff and emergency services (where required)