

EVENTS GUIDE



Event Site Plan

A Site plan provides an overview of your event, clearly shows where it will be staged and displays the entrances and exits, facilities, etc. A Site plan is invaluable when providing information for emergency services, eg, location of potential hazards, emergency vehicle access, etc. The content of your site plan should reflect the various aspects of your event. Some suggested inclusions are locations of:

Structures

- the stage and other structures, such as barriers, tents, marquees
- entertainment area
- restricted access areas
- liquor outlets
- approved liquor consumption areas
- no-alcohol (dry) areas
- food vendors/stalls
- amusements – rides, jumping castle
- toilet facilities/port-a-loos
- sound/lighting control points

Access

- emergency access
- all entrances and exists
- routes around and through the event used by vehicles
- paths and lighting for pedestrians
- car parking
- parade route
- area for media working on event

Facilities

- fire-fighting equipment
- first aid facilities
- areas for lost children
- water points
- gas cylinders
- seating arrangements
- security guards
- waste receptacles

This is not an exhaustive list. Your site plan should reflect your particular event's characteristics.

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Sample Site Plan

