



Event Management Checklist

Event Management Checklist

Office Use only

Date received:

Who received:

Comments:

The University of Western Australia is committed to protecting the health and safety of its students, staff, visitors and the wider community through the appropriate management of alcohol at events. Event Managers are encouraged to complete this checklist when planning their event to ensure that all aspects of alcohol sale and service are considered. A completed copy should be placed on file along with other documentation pertaining to the event.

Event name:

Event date:

Event venue:

Event time:

Event manager:

At least seven weeks before the event (or as early as possible)		
1	A Event Registration form has been submitted to either the Manager of Security and Parking or Activities Officer	
2	A venue booking form has been completed and submitted	
3	Any other required form have been obtained from the venues manager and completed	
4	One person has been appointed as the event manager, and will not consume alcohol before or during the event	
5	If required, the event manager has attended Responsible Service of Alcohol and/or Event Management training	
6	The ways in which the success of the event will be evaluation has been considered	
7	An Event Management Plan has been completed, submitted and approved by either the Associate Director (AD) of Security and Parking or Activities Officer	
8	Appropriate stakeholders have been consulted in the event planning process	
9	Contacted relevant council/s regarding required permits	
10	The advertising for the event meets University guidelines, including in relation to alcohol	
11	There will be an adequate number of event staff available, who will not drink alcohol before or during the event	
Events that include the sale, service or supply of alcohol		
12	Alcohol will not be the primary focus of the event	

13	The liquor permit form has been completed , submitted and approved by the AD of Security and Parking	
14	The event manager has read and understood all policies and regulations regarding alcohol sale, service and consumption on University property, and is familiar with the laws relating to alcohol in WA	
15	Strategies have been developed to ensure the event is welcoming and inclusive of people who cannot or do not drink alcohol	
16	If alcohol will be sold or an admission fee charged, an Occasional Liquor License has been obtained from the Department of Racing, Gaming & Liquor and has been lodged with the AD of Security and Parking	
17	The maximum amount of alcohol to be sold or served has been calculated	
18	Staff who sell or serve alcohol have completed Responsible Service of Alcohol training	

At least one month prior to the event and on the event date

19	Event staff have been briefed of their duties for before, during and after the event	
20	The venue layout has been considered and will include designated alcohol consumption areas	
21	Signage has been obtained and will be displayed around the event venue. The signage covers the legal age for alcohol sale and service and that bar staff will not serve intoxicated guests	
22	Security for the event has been organised and University Security has been informed of the event	
23	The event manager has the contact details for the University Security and emergency services	
24	Food that is low in salt has been arranged for guests	
25	There will be toilets readily available, which will be well signed-posted	
26	Seating will be provided for guests	
27	An adequate number of rubbish bins will be located throughout the venue	
28	The event manager is aware of the incident reporting procedure	
29	Transport for guests has been considered and will be promoted at the event	
30	Non-alcoholic drinks (including free water, soft-drinks and culturally popular drinks) will be offered	
31	All staff are aware of drink spiking and know the procedure for responding to a drink spiking incident	

Events that include the sale, service or supply of alcohol

32	Bar service times have been set	
33	The type of alcohol to be sold or served has been considered and includes light and mid-strength alternatives	
34	The pricing of alcoholic drinks complies with University policy	
35	Alcohol will be served in plastic cups	
36	Alcohol will not be served to anyone under the age of 18 or without appropriate identification	
37	Intoxicated guests will not be served alcohol	
38	Drinking games and excessive consumption of alcohol will not be tolerated	

Following the event

39	Any incidents involving injury or security at the event or any breached of University policies or by-laws have been identifies and reported	
40	An evaluation report has been prepared	
41	Key stakeholder and staff have been thanked for their contribution to the event	

University-related events held at an external venue

While the above checklist has been designed for use by Event Managers who conduct an event on an unlicensed University of Western Australia premise, a significant number of points in the checklist are relevant to students and staff that organise University-related events at an external venue.

While the Event Manager will need to contact the venue to make a booking and to determine the process to follow and forms requiring completion, the points included on the above checklist regarding reviewing and adhering to University policies, risk management and hints for conducting a safe and enjoyable event should also be taken into consideration.