

EVENT

Self-Assessment Checklist



Organiser's Full Name		Date:
Phone:		Email:

This checklist helps us to pre-assess your event to determine what approvals and documents are required. Once completed, return to the Events Team events@esperance.wa.gov.au who will contact you to discuss your requirements in more detail.

TELL US ABOUT YOUR EVENT

Event start / finish date and time	Date:	
	Time:	
What is the nature of the event?	<input type="checkbox"/> Private <input type="checkbox"/> Public <input type="checkbox"/> Other (details below)	
What is the proposed event location?		
Number or people expected?	At any one time: <input type="checkbox"/> Under 30 <input type="checkbox"/> 50 – 500 <input type="checkbox"/> 500 – 1000 <input type="checkbox"/> 1000 – 5000 <input type="checkbox"/> 5000 plus	Over the entire event: <input type="checkbox"/> Under 30 <input type="checkbox"/> 50 – 500 <input type="checkbox"/> 500 – 1000 <input type="checkbox"/> 1000 – 5000 <input type="checkbox"/> 5000 plus
Are you planning to sell or allow the consumption of alcohol?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you plan to erect signs or make changes to existing signs?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you require to make changes to traffic? e.g. closing of roads etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you need access to power?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will food or drinks be served or sold?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you plan to erect marquees (larger than 10m²) or structures e.g. seating, stage	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you wish to discuss Shire grants or funding?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you require additional bins?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Additional comments		

The number of people expected over the entire event and activities are an indication of the additional documents that may be required. Use the Event Matrix Classification in our **Event Guide**. If you need help completing this form, contact the Events Team on (08) 9083 1799 or events@esperance.wa.gov.au.