

# Event Planning Guide



Uniting Church. **Uniting People.**

*Begin your planning by prayerfully considering what God is doing through your event.*

*Use this guide to ensure you haven't forgotten any important steps.*

What our event will be: \_\_\_\_\_

The date and time for the event has been chosen: \_\_\_\_\_

Remember to check that no other local or national events are scheduled for the same date, and that key people from the church and event organisation team are available.

The venue for the event will be: \_\_\_\_\_

Ensure you have permission to use the site, and notify local authorities where necessary.

☐ The event has been registered with the appropriate office (if necessary).

We want our event to connect with: \_\_\_\_\_

Our event will either ☐ be free or be ☐ a fundraiser for: \_\_\_\_\_

If your event is not free, decide if you will take the cost of the event out of the profits.

Our event will either ☐ have food or ☐ not have food

Your event must have fresh drinking water available. For state regulations on food handling and distribution, please visit [www.health.sa.gov.au/pehs/Food/kit-charities-community.htm](http://www.health.sa.gov.au/pehs/Food/kit-charities-community.htm)

☐ We have completed the compulsory **Event Safety Checklist**  
This is available at [sa.uca.org.au/human-resources/workplace-policies](http://sa.uca.org.au/human-resources/workplace-policies) under Event Safety.

☐ We have completed a **Risk Assessment Form** for all identified hazards  
This is available at [sa.uca.org.au/human-resources/workplace-policies](http://sa.uca.org.au/human-resources/workplace-policies) under Hazard Management.

☐ We have **Incident Report Forms** printed and ready for the event  
This is available at [sa.uca.org.au/human-resources/workplace-policies](http://sa.uca.org.au/human-resources/workplace-policies) under Incident Management. All incidents and near misses must be reported within 24 hours.

☐ The necessary supplies for the event have been organised

☐ Consideration has been given to how relationships with the wider community can continue to grow after the event, if applicable.

*Please direct any queries about the above policies to the Uniting Church SA Insurance and Risk Officer  
(08) 8236 4226 or [insurance@sa.uca.org.au](mailto:insurance@sa.uca.org.au)*