



City of Gosnells Festivals and Events

Event Scope and Plan

Event Scope
Event name
Event leader
Ticketed/non-ticketed event and ticket price if applicable
Event aim
Target demographic and number expected
Event theme
Event type eg music festival, arts and cultural festival, family event etc
Key stakeholders



Event Plan
Budget and funding
Event date
Venue booking
Licensing and statutory requirements
Entertainment and activations
Infrastructure / equipment



Event Plan
Food / catering
Event layout / map
<ul style="list-style-type: none">Please attach an event map with your application.
Marketing and promotions
Security, traffic management and parking plan
Risk and contractor management



Event Plan
Staff management
Event delivery
Post-event evaluation / reporting
Suggested timeframe and milestones



Event Plan