

# Events in Queensland

## Best practice guidelines for event delivery in Queensland

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## Acknowledgement

This guide and supporting templates have been prepared by Engagement and Partnerships, Governance and Engagement, within the Department of the Premier and Cabinet (Queensland).

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- the State of New South Wales (acting through the Community Engagement and Events Division)
- Volunteering Queensland, and
- Queensland Government departments, units and statutory bodies listed throughout this guide.

## Disclaimer

This guide along with links, references and templates is intended as a supportive guide only and is not intended to be a complete or comprehensive guide to the coordination and delivery of your event.

Please keep in mind that policies, protocols, legal information, supporting documents, links and contact details provided in this document are liable to change. You must exercise your own skill and care in the development, preparation and rollout of your event and carefully evaluate the source, accuracy, currency, completeness and relevance of the information provided in this guide in application to your planning. You must also ensure you seek professional advice as appropriate to you.

References to third party sources are provided for your assistance only and are not a representation or endorsement by the Department of the Premier and Cabinet (Queensland) for the services or products provided by these parties. Nor does the Department of the Premier and Cabinet (Queensland) make any representation as to the accuracy, currency or correctness of information provided by third parties. Similarly, you should not interpret the absence of a reference to a third party as a comment on that third party.

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## 1. Introduction and overview

Each event is unique, with its own specific set of circumstances and requirements which are shaped by many elements including the event type, stakeholders, location, duration and time of year.

This guide has been prepared for organisers staging events in Queensland. It outlines the guiding principles for event organisers interacting with the Queensland Government to enable them to successfully plan and manage an event.

## 2. Where to start – general planning

Before you start to plan your event, it is helpful to begin with putting some thought around the following points:

### What is the purpose and aim of your event?

- Is this event to celebrate something specific, engage certain like-minded community groups or raise awareness of a certain issue?
- Who is your target audience, and do they have any requirements that might need further consideration in your event planning?

### What are your financial goals?

- Will your event be free to the public, cost-neutral (with low entry fees), raise a profit or raise funds for charity?

### What will your event cost?

- Have you put together a financial plan for your event, including all costs such as security, inclement weather plan, approvals, and necessary permits?
- How will you fund your event?
- Will you seek grants, sponsorship or financial event partners?
- Will your event be ticketed, or will you be seeking donations or fundraising for your event?

### How many people do you hope will participate?

- Will your event have a minimum number to proceed, or a maximum cut off?
- Will your event be ticketed?
- Will the event be by invitation only and is the invitation non-transferable?
- How will these elements impact on your budget?

### How often will your event be held?

- Is it a one-off, or will it be held again annually/in the next few years?

- If your event is a one-off, consider whether you might want to hold the event again if it is successful, and what you might be able to put in place now to support future events.

#### Who will be involved in the planning of your event?

- Do you have a clear staffing structure with defined roles and communication channels, and do staff have the required skills to complete tasks assigned to them?
- Have you considered engaging volunteers, and who might manage them? Have you considered a volunteer recognition plan?
- Are there governance bodies or stakeholder groups that might need to provide advice or be involved in the planning process?
- Are you involving stakeholders in scheduled planning meetings when you chair, and taking minutes of these meetings?
- Have you considered what suppliers might be required for your event and whether you could engage local and Indigenous suppliers and small businesses?

#### Where will your event be held?

- Have you researched your venue?
- Does the venue come at a cost for hire; do you need to seek permission from landholders to use the venue and what sort of lead time do you need for this?
- Does the venue have staging, audio visual and video conference facilities?
- Have you considered any external costs such as additional security requirements?
- Is your location/venue appropriate for your target audience?
- Is your venue the appropriate size for the expected number of attendees? And does it cater to the required layout (i.e. cabaret, banquet, theatre style, etc)?
- Have you chosen an accessible space with adequate facilities and public transport and/or parking facilities close by?
- Will your event create changes to road access, facilities or volume of people in an area that will have an effect on local residents? Will local residents need to be notified?

#### When will your event be held?

- Have you considered the impact of typical weather patterns around the time of your event? Inclement weather aside, will it be too hot or cold for participants?
- Do you have an inclement weather plan? Does your plan include an undercover option if your event is outdoors?
- What else is happening in the adjacent area to your event?
- Are you aware of any other events or activities (such as school holidays, public holidays) that might impact your event?
  - Would any of these hinder the attendance at your event or could you benefit from other activities?
  - Will there be an impact on resources (access to public transport, transport, suppliers) from other events held at the same time?
  - Is additional public transport required based on your finish time?

- Have you considered safety, lighting and security for the event and wayfinding zones (e.g. to and from parking or public transport)?
- Does your proposed event date allow you sufficient lead time to plan, consult with stakeholders, seek sponsorship, hire staff, arrange operational elements and promote your event effectively?
- Have you considered the impact of peak hour traffic on the scheduling of your event? Peak periods can be challenging for those with accessibility and sensory requirements.

#### How will you ensure your event is accessible?

- A successful, [accessible and inclusive event](#) is one where all attendees have an opportunity to access and experience every aspect of the event.
- What measures will you implement to ensure your event is accessible and inclusive for all?
- Effective planning, including strategies for managing ongoing barriers, can help create accessible systems and reduce major obstacles.
- The strategies engaged will depend on the venue, size of the event, the audience and event program.

#### What are the social impacts of your event?

- What steps can you take to ensure diversity is reflected in your event?
- Have you considered the cultural appropriateness and consulted local community groups?
- Have you considered the impact of your event on local and small businesses?

#### What approvals will you need to run your event?

- Have you identified the bodies or stakeholders you might need to seek approval from?
- Do you know who you need to speak to and are you aware of what is required for approvals (plans, paperwork, and application documents)?
- Is there a cost for approvals and have you allowed for these in your budget?
- Have you allowed enough time to seek approvals? Advertising or selling of tickets for your event must not commence until stakeholder engagement has occurred. Have you considered what might happen if you do not obtain approvals in time? How will this impact on your event and budget?

#### Have you considered risks associated with your event?

- What issues or activities could impact or compromise your event?
- Have you identified these risks and put together a risk management plan that clearly outlines how you can avoid or manage risks?
- Have you developed adequate documentation to identify and mitigate risk? These include operations manuals, risk management plans, emergency

management/evacuation plans, inclement weather plans. Who will assist you in putting together these plans?

- Have you thought about what insurances you will need for your event?
- Have you included enough lead time to arrange insurance, and is it included in your event budget?
- Have you considered a procedure for issuing refunds and cancellations if required?
- Are you taking a culturally sensitive approach to delivering your event?

#### What impact will your event have on the environment?

- Does the event encourage public, active and greener transport options?
- Will the generation of unnecessary waste and disposal of waste to landfill be minimised?
- How will you implement and demonstrate environmental sustainability practices such as avoiding using single-use plastic items including those that are banned, utilising reusable or recyclable products and engaging with a recycling company, such as Containers for Change, to recycle waste material during the event, where appropriate?
- Will the event minimise energy and water consumption to save resources and emissions?
- Will the event provide and encourage sustainable food and beverage practices, such as reducing the amount of food waste generated?
- Does the venue support good sustainability practices?
- Will sustainability be considered in purchasing, including sourcing items that contain recycled-content, and will you manage your supply chain responsibly?
- Will you communicate your sustainability efforts?

#### Who will be attending your event, and how will you reach them?

- Have you identified your target market?
- What elements of the community make up your target market? Have you considered how large your target market is and whether there is potential for growth? Does your event cater for any special requirements your target market might have?
- How will you promote your event and what marketing strategies will best reach your target market? Do you have any key messages to promote your event? Have you allowed enough lead time and budget to promote your event effectively?
- Does the event promote inclusivity and accessibility by welcoming the whole community (regardless of gender, age, ability, race, orientation, socio-economic status, cultural background or political affiliations)?
- Have you considered promoting a healthy, safe and secure event?

#### How can you integrate digital technology into the event?

- Is there an opportunity to promote your event, deliver it more cost effectively, or expand your audience using digital technologies?
- Could you use an online booking platform for ticketing or registering RSVPs?

- Could you deliver your event via webinar, or include a live social media feed?
- Is there an opportunity to film key event segments and make these available to a larger online audience post-event?
- Is digital collateral an option? Think projections instead of banners, and web content instead of brochures.
- Is there a QR code for guests to scan and access key documents?
- Do you have an event hashtag or a social media channel, or could you use a polling app to engage with participants pre, during and post event? Online engagement can be a great way to inform your event planning and seek feedback.

Does your event align with government objectives?

- Does your event align with [Queensland Government priorities and objectives for the community](#) and reflect the government's vision for Queensland?
- Would your event be eligible to apply for funding via the [Queensland Government sponsorship gateway](#)?

## Who should you talk to?

Depending on the size, location, and impact of your event, you may identify several stakeholders such as the local council, landowner and the Queensland Government that you may need to contact to discuss your event and requirements.

### Local council

In most instances, your first point of contact for your event should be the local council. The local council will be able to provide information on event permits, approvals, and requirements for event preparation, safety and notification to stakeholders. The local council may also have useful resources for your event planning, or links to grants and funding.

In addition to an event permit, the local council can also advise whether you need approvals for other event elements such as:

- food vendors
- serving or selling alcohol
- signage and advertising
- noise restrictions and fireworks
- temporary road closures
- traffic and parking management plans
- events held in parks.

Ensure you have allowed enough time to discuss your event with the local council before you proceed too far with your planning. It is best to approach them at least four to six months before your planned event date. If you are planning a large-scale event, you should allow at least 12 months to ensure enough time to address all event elements and potential issues.

For a full list of local councils, call 13QGOV (13 74 68) or visit the [Queensland Local Government Directory](#).

### Queensland Government

You may be required to interact with various Queensland Government departments or agencies in planning your event.

Some government departments will need to be contacted to arrange permits, approvals or licences, while others may be able to provide support, advice, assistance or funding. These are detailed throughout this guide.

Where relevant, the event may also benefit from contacting government bodies, government owned corporations or statutory authorities. **Section 3** on the role of the Queensland Government has additional information.

### Other stakeholders

Depending on your event type, location, size and elements, you may also need or benefit from speaking to other organisations, such as Volunteering Queensland for event volunteer recruitment and management, disability consultants to ensure your event is accessible and small businesses in the area to ensure any negative impacts from your event are mitigated.

The organisations outlined in this guidebook are not a complete list, and you may need to seek additional approvals or advice from other organisations. It is your responsibility to ensure you have identified and approached all stakeholder bodies and obtained necessary advice, approvals and assistance to ensure a safe and successful event.

Some considerations are detailed in the Appendix of this guide.

## 3. The role of the Queensland Government

The role of the Queensland Government is to ensure events in Queensland are always conducted and maintained with the safety and interest of the public in mind.

The Premier of Queensland is supported by Ministers, who are responsible for departments. You can view the [list of Queensland Government Ministers](#), [departments](#), and [government owned corporations and statutory bodies](#).

### Police support at your event

In Queensland, events are operated on a user pays system, where the event organiser is responsible for costs associated with police support.

Should you request police officers to support your event, the officer in charge of the local police station or establishment concerned will determine whether the services should be

performed in the ordinary course of police business or as special services (at a cost to the event organiser).

The provision of police resources to events must be balanced with the need to provide an adequate response to core business and will be discussed with the organiser during the planning phase of the event.

### Protests and public assembly demonstrations

Public assemblies and marches are covered by separate legislation ([Peaceful Assembly Act 1992](#)) and require a separate process of approval by the Queensland Police Service and local council.

Under the Peaceful Assembly Act 1992, you have the right to assemble peacefully with others in a public place. Your right to peaceful public assembly is subject to restrictions that are necessary and reasonable for:

- protecting public safety
- maintaining public order, and
- the protection of others' rights and freedoms (including their right to enjoy the natural environment or carry on their business).

A Queensland Police Service notice of intention to hold a public assembly form can be [downloaded here](#).

For more information, contact the [Queensland Police Service](#) website or phone Policelink on 131 444.

### Funding support for your event

The Queensland Government may support events and activities that closely align with government priorities through sponsorship, funding or grants. Refer to **Section 12** for further information on event sponsorship and grants.

### Public Health compliance

It is important for those delivering events in Queensland to understand and adhere to any public health directions to ensure the safety of our community.

Information is available [online](#) around legislation for specific industries or health topics.

The [Event health and medical care guideline](#) is also available to support event organisers to assess the risk and prepare for the management of medical incidents that may occur in Queensland.

## 4. Operations and logistics

### Identifying risks

A risk is the chance of something happening that will affect objectives or negatively impact either a person, reputation or finances. Risks are also measured in terms of event likelihood and consequences.

During the planning phase, it is essential you carefully consider potential risks involved in staging your event. Events conducted in Queensland must always be mindful of the safety and security of participants and the public.

Some risks to be considered are:

- safety
- financial risks
- reputational risks
- security threat
- non-attendance by performers or guest speakers
- volunteers not having a positive, meaningful experience
- equipment failure, loss or delivery complications
- noise implications
- lost children
- missing person/s
- property damage or loss
- over crowding
- poor attendance
- weather implications including natural disasters
- event running under or overtime
- motor vehicle accident
- catering issues (e.g. poor quality/too expensive/doesn't turn up)
- service of alcohol and minors
- scenario based planning in the event of public health directives being imposed
- waste management considerations (e.g. waste bins – overflowing, odour, poor signage/location); bin servicing requirements to ensure safety of event attendees – location, time of collections, weekend collections.

To gain a greater understanding of the principles of risk management, refer to [the Standards Australia publication, Risk management – Principles and Guidelines AS/NSZ ISO 31000:2018](#).

### Developing the risk management plan

A risk management plan documents the proposed actions to treat the identified risk. This process consists of a series of steps that, when undertaken in sequence, enable continual improvement in decision-making and effective event delivery.

The steps to be documented in creating a risk management plan are:

#### Identify potential risks

- what could happen?
- how could it happen?
- who could be harmed?
- what could be harmed?
- when could it happen?

#### Rate potential risks

- qualitatively measure the likelihood of this risk occurring
- what are the consequence levels?
- what is the level of tolerance should this risk occur?

#### Actions to be taken (control measures) to minimise or reduce these risks

- these control measures must be appropriate to the level and type of risk
- actions should be clear and succinct
- clearly articulate your proposed controls measures.

#### Resources to be utilised

- identify financial or physical resources to be employed to minimise the risk.

#### Timetable for implementation

- ensure adequate time has been allowed to identify, consider and mitigate possible risks.

#### Mechanism and frequency of review

- Your identification of risks, and the recommendation of control measures to reduce the level of risk to an acceptable or tolerable level, are crucial in the planning process for your event.

An example risk management plan to assist with your planning, can be [downloaded here](#).

## Insurance

It is recommended to discuss your event's insurance requirements with the venue owner or management, and seek professional advice about insurance cover for your event. The amount and type of cover will depend on the event being held, and the local needs.

Some types of insurance worth considering are public liability insurance, professional indemnity insurance, volunteer personal accident insurance, property insurance, and event cancellation insurance. If you employ workers at your event, you must have workers' compensation insurance.

You should also ensure contractors and suppliers have appropriate insurances to cover themselves. To ensure they have adequate cover, you should request a copy of their certificate of currency.

## Incident reporting

It is recommended you have an incident reporting system in place to manage the documenting of any accidents or incidents that occur at your event. Keeping records of incidents is useful to enable discussions with the landowner, to address event improvements for future years, and may be useful for any insurance claims that may arise from your event.

An incident report form template can be found [online](#).

## Feedback and complaints

It is recommended you have a feedback loop and complaint system in place to manage the documenting of complaints and opportunities for improvement including the safety and vibrancy of your event.

## Emergency response plan

An emergency response plan outlines how you will respond to an emergency at your event. The preparation of this plan should involve the landowner and, where relevant, local police and emergency services. It should outline:

- details of the overall coordinator responsible for the emergency response
- chain of command in dealing with an emergency
- chain of command in dealing with a response
- potential incidents that could occur
- how an incident would be managed
- communications plan of informing event participants
- first aid facilities
- emergency service vehicle access points
- evacuation procedures
- evacuation muster points
- ingress and egress (entering and exiting) of the event site
- a list of stakeholders who may need to be contacted (suppliers, VIPs, guests, landowners) via their preferred method (e.g. two-way radio, mobile or email)
- an appointed spokesperson
- a designated person to report to and deal with media matters
- a dedicated complaints manager.

This plan should be shared with all staff, volunteers, suppliers and stakeholders before the event. Consideration should be given to exercising your emergency response plan prior to your event. This can be discussed with the Queensland Police Service, Queensland Fire

Department and Queensland Ambulance Services and should involve all major stakeholders of your emergency response plan.

Further details are available in the [Event health and medical care guidelines](#), A guideline for organisers of mass gathering events in Queensland.

An emergency response plan should form part of the Event Management Plan. The Event Management Plan [template](#) may help you with your planning.

## First aid response

Consideration should be given to whether it is necessary to have appropriately qualified first aid personnel on site at your event. Your risk assessment should be able to highlight this need.

Event organisers owe a duty of care to provide appropriate levels of medical care for people attending an event. If the event has a higher risk, and therefore higher likelihood of injury or illness, event organisers may need to engage with Queensland Ambulance Service or a private event health provider to fulfil terms of public liability insurance and ensure the safety of event patrons.

Additional consideration to alternate support officers should be given relative to the nature of the event e.g. mental health practitioner.

Visit [Queensland Ambulance Service](#) for further information around booking services for special events.

[St John Ambulance](#) also provides support and first aid services to events across the state. Enquiries can be made [online](#) or via phone 1300 785 646.

## Crowd management

Crowd management should be considered at your event. Venue management should be able to share experiences of potential issues, at either certain times or locations.

For an event with anticipated large crowds, it is recommended you consider:

- security
- venue capacity
- access points to the venue
- entry and exit points at the venue
- staging access
- VIP access
- barricade design
- provision of accessible viewing platforms and entryways

- ticketing and the ticketing process
- crowd crush
- the management of overcrowding in your emergency response plan.

If you are expecting large crowds, it is recommended you [contact local police](#) as early as possible, ahead of the event.

## Children at your event

A blue card may be required for staff, suppliers and volunteers conducting certain activities involving children. A blue card is not required in all situations where a child may be present however, if your activities fall within the scope of the blue card system you must ensure everybody who needs a blue card has one. You cannot work or volunteer in a position requiring a blue card until your application is approved.

Organisations which fall within the scope of the blue card system are required to develop and implement child and youth risk management strategies.

To assist organisations to develop and implement appropriate child and youth risk management strategies, the Queensland Government's Blue Card Services has developed a suite of online videos and [resources](#) to provide information and guidance on the minimum requirements to identify and minimise the risk of harm to children within your service environment.

For large events, or those involving children, it is recommended organisations have risk management practices in place even if the activities are not captured by the scope of the blue card system. An example of a consideration to include would be having a plan in place for lost children. This might include a process for wrist-banding children with their parent or guardian's mobile number, and/or setting up an appropriately supervised area for children to comfortably wait until they are reunited with their parents or guardians.

All staff, suppliers and volunteers should be briefed on the details of the event including the procedure of managing a lost child and for managing alcohol or wet zones that children may also attend.

Consideration should also be given to ensuring any minor or child involved in your event has parent or guardian consent, and any further steps that may be required (e.g., a consent form for photography of children).

For further information on blue cards or to view the online videos and tool kit, please visit the [Blue Card Services website](#) or contact Blue Card Services on telephone 13 QGOV (13 74 68). If you need an interpreter call 1800 512 451.

## Event site

Approval is required to hold an event in national parks or reserves, or on private, local government, state or federal government land.

Should you wish to hold your event in a national park, conservation park, recreation area or State forest you may need to apply for one of the Department of the Environment, Tourism, Science and Innovation administered permits:

- A Queensland Parks and Wildlife Service (QPWS) [organised event permit](#) is required if:
  - your group (including a wedding group) has more than 40 people, and activities are to be conducted in day use areas or established walking tracks
  - your group has more than 15 people, and activities are to be conducted in remote off-track areas
  - your activity may impact on the enjoyment of the place by the general public
  - there may be safety issues for other park visitors
  - the activity is a non-commercial competitive event
  - the activity may impact on the cultural heritage or natural values of the area.
- A Queensland Parks and Wildlife Service [Commercial Activity Permit \(CAP\)](#) is required if your activity is held in a national park, recreation area or forest and is designed to make a profit, gain or benefit.
- You can request a [free pre-lodgement meeting](#) to learn about the application process and time frames

Certain management requirements may also apply within one or more of [Queensland's State Marine Parks](#).

Applications are now completed online using [Online Services](#).

If you would like to discuss your proposed activity before you apply, you can [request a free pre-lodgement meeting](#).

To learn more please read [about Online Services](#). Enquiries can also be made via [email](#) or telephone (07) 3199 7514.

A pre-lodgement is recommended with QPWS prior to application to discuss the event within a national park, conservation park, recreation area, State forest or marine park.

If your event is held in a public place, you may need to apply to the local council for approval. You may also wish to discuss the logistics, including the impact of traffic and transport, with the landowner as soon as possible.

## Waste management

The local council may require you to submit a waste management plan that might consider:

- recycling

- number of bins required
- packaging—what types are available, and quantity
- waste receptacles—type, quantity and placement
- emptying of waste receptacles—frequency and logistics
- management of potential nuisance issues including odour, noise from servicing operations and the attraction of animals
- pre-event and post-event clean up.

Actions that reduce the generation of waste from event activities should be considered as a first priority, followed by ways to reuse and recycle waste.

Ensure you consider the waste items your event will generate before ordering bins. Choosing the correct bins for your event will increase recycling and reduce waste to landfill. Ordering the right number of bins and positioning them effectively encourages people to dispose of waste correctly and can save money.

Waste should ideally be sorted using a three-bin system and have clear signage to assist event patrons put the right waste in the right bin:

- Bin 1: general landfill
- Bin 2: commingled recycling (such as rigid plastics, paper, cardboard and aluminium)
- Bin 3: organics (food waste and foodware compostable items that meet the Australian Standards AS4736 and AS5810, where a collection service is available).

There may also be an opportunity to add bins that collect other waste such as drink containers and cans which can then be refunded through the Queensland Government's [Containers for Change](#) program.

It's important to:

- ensure the event site operators can service the bin system you use, or arrange for additional arrangements to be made
- use appropriately licensed or accredited waste transporters and recycling and disposal facilities to comply with Queensland's environmental laws.

When sourcing event materials you should consider whether the supplier is a signatory to a product stewardship arrangement, such as the [Australian Packaging Covenant](#). The Covenant sets out how governments and businesses across Australia share the responsibility for managing the environmental impacts of packaging by optimising recovery and preventing impacts from packaging.

## Single use plastic ban

Queensland has banned the supply of a number of single-use plastic items under [Queensland's Plastic Pollution Reduction Plan](#). The bans follow strong support from the community, retailers and industry organisations.

As an event organiser you should ensure the banned items are not in use at your event and plan accordingly.

The banned single-use plastic items are:

- straws and stirrers
- plates, unenclosed bowls and cutlery
- expanded polystyrene (EPS) takeaway food containers and EPS cups
- cotton buds with plastic stems
- expanded polystyrene loose packaging
- plastic microbeads in rinseable personal care and cleaning products.

Releasing lighter-than-air (helium) balloons is also banned. You can still sell, buy, supply or use these balloons as long as they don't escape into the environment.

Further information regarding single-use plastic bans and use for business can be found on the [Business Queensland website](#).

## Noise regulation

When planning your event, including bump in (event set up) and bump out (event pack down), it is important to consider, and notify, any noise implications on nearby residents or local businesses in this planning.

You should consider the public address (PA) system broadcast times, sound checks and positioning of speakers, and monitor the noise levels during use. During bump in and bump out, it is important to pay attention to machinery and equipment, such as scissor lifts, which might create noise disturbances. Operation of this equipment should be undertaken at appropriate times, and noise protection should be considered for staff and volunteers working in close proximity to the noisy areas.

A [fact sheet](#) has been developed to provide information on the regulation of noise under the Environmental Protection Act 1994 (EP Act). It is designed to assist local councils, residents and businesses understand how noise is intended to be managed for our communities.

Local councils are generally responsible for responding to issues relating to noise that is regulated under the EP Act. They can also assist you with identifying times that are appropriate for when you can generate noise above a certain decibel level.

Should a noise complaint be lodged, it is important to be able to respond quickly and appropriately to avoid a warning or a fine. It may be useful to have a register, where noise levels are monitored and registered throughout the event.

## Fireworks and special effects

In Queensland, possessing or using fireworks and other explosives without a licence is illegal. A safe fireworks display takes careful planning. Displays must only be performed by professional contractors who are licenced to use the different types of fireworks being used. Only licensed fireworks contractors are legally allowed to put on fireworks displays.

Under Queensland legislation there are 3 parties responsible for ensuring fireworks displays are carried out safely, they are:

1. **event organiser or display host:** the person, organisation, or other party that engages a fireworks contractor to hold a fireworks display.  
Please refer to the [Organising a safe and legal fireworks display](#) guideline for the steps you must undertake for an authorised, safe fireworks display.
2. **fireworks contractor:** the licensed person contracted to plan and organise the display, purchase fireworks and ensure the display is conducted safely by competent fireworks operators, assistants and other personnel.  
Refer to the [list of licensed contractors](#).
3. **fireworks operator:** the licensed person responsible for, or in charge of, setting up and firing fireworks in accordance with the code of practice.

[Resources Safety and Health Queensland's](#) Explosives Inspectorate is responsible for administering legislation to provide for the safe use of fireworks in Queensland. Event organisers and fireworks contractors and operators must satisfy their obligations under the legislation.

If you are staging a fireworks display, refer to the Queensland [Code of Practice](#) for the Control of Outdoor Fireworks Displays.

When planning an event involving either indoor or outdoor fireworks or special effects, you must:

- select an appropriately licensed contractor/operator
- ensure appropriate insurance coverage for the display
- consider the local council's noise guidelines and appropriate times for displays (e.g. hold displays before 9pm, minimise repeated displays at the same site and limit noise in sensitive areas)
- obtain approval from the landowner or agent where the display is held
- ensure the Explosives Inspectorate, Queensland Fire Department, local community and other appropriate authorities have been notified before the display
- ensure neighbours of the site are notified at least four days before the display
- provide emergency planning (e.g. first aid and access to and from the display firing site)
- provide enough time for the operator to set up the display and clean up afterwards
- ensure crowd control is in place before and during the display

- respond appropriately to changed conditions (e.g. cancel the display due to unsafe weather conditions such as high winds or other factors)
- not allow a fireworks display or special effects event to proceed if you know the display does not comply with safety requirements
- report any unplanned explosives incidents that occur to the Explosives Inspectorate.

Contact [Resources Safety and Health Queensland](#) for further information. General questions and comments can be emailed to [RSHQCorrespondence](#).

## Aquatic events

An aquatic event is an organised water activity such as boat or swimming races, sailing regattas, water skiing competitions or fireworks displays likely to affect the normal operation of ships in the local vicinity.

Maritime Safety Queensland is responsible for the management of aquatic events in Queensland waterways, except for Gold Coast waterways which is managed by the Gold Coast Waterways Authority. These authorities allow users, whether recreational or commercial, organised or social, to have equal and safe access to its waters.

If you want to hold an aquatic event you will require an aquatic event authority, which permits you to hold an event. You can apply, accompanied by the relevant application fee.

Contact [Maritime Safety Queensland](#) via the website for more information on Queensland waterways. Contact the [Gold Coast Waterways Authority](#) via the website for more information on Gold Coast waterways or contact the office at (07) 5539 7350 or [mail@gcwa.qld.gov.au](mailto:mail@gcwa.qld.gov.au).

## Smoking

Strict tobacco laws apply in Queensland to protect the health of the community.

Smoking, including the use of electronic cigarettes, is banned across Queensland in a number of [outdoor public areas](#), [eating and drinking venues](#) and [education, healthcare and residential aged care facilities](#), as well as some [communal areas in multi-unit residential premises](#).

Tobacco laws in Queensland also prohibit the sale of smoking products from temporary retail outlets such as market stalls, mobile vehicles, trailers, booths, and tents. For further information view [Smoking laws in Queensland](#).

For advice on managing smoking at your event and which smoking bans may apply, you can make contact with your local public health unit and speak to an Environmental Health Officer.

Contact details are available at <https://www.health.qld.gov.au/public-health/topics/tobacco-laws> or via [Queensland Health Public Health Units](#).

## Temporary structures

Marquees, stages, and other structures used for events must comply with relevant Australian Standards and local government regulations. Before you erect any new structures, or hang any signage, ensure you have permission from the landowner.

General considerations should include:

- **Structural integrity**  
Temporary structures must be designed to withstand expected wind loads, snow loads (if applicable), and other relevant forces. Some structures may need to be weighted down rather than pegged.
- **Fire safety**  
Adequate fire safety measures, such as fire-resistant materials, emergency exits, and fire detection systems, are essential.
- **Access and egress**  
Safe access and egress for all occupants must be provided, including ramps, stairs, and walkways.
- **Sanitary facilities**  
Depending on the type and duration of the structure, appropriate sanitary facilities may be required.
- **Local government requirements**  
Local governments often have specific requirements for temporary structures, including permits and inspections.

## Audio visual, theming, and lighting

If your event requires sound, vision, lighting or you need to communicate with your participants, you may wish to engage a professional for this task.

It is important to consider adequate coverage to participants and enable them to see or hear and receive the full desired impact. You might also wish to consider using digital platforms through an app, lighting, screens, mobile technology or digital branding.

It is recommended to discuss expectations on appropriate noise levels with the landowner and seek the services of a professional rigger to install any lighting rigs or screens that are hung overhead.

If your event is to be held at night or in a dark venue, it is essential there is enough light to see walkways and exits in case of an emergency. The lighting levels should also be appropriate so as not to be under – or over-lit, especially for wayfinding zones.

It is important to ensure you have contact details of a qualified electrician, and a generator on site in case of a failure to the lighting equipment.

## Weather

Inclement weather conditions, and the likely impact on attendees, should be considered at your event.

The planned response and contact details for all stakeholders and participants should be included within the Event Management Plan. Conditions worth considering are:

- heat and UV Index – provision of shade structures/shelter, water, first aid, sun cream and mosquito repellent
- wind – provision of shelter, and ensuring structures and attachments are properly secured
- rain – provision of shelter, and protecting leads and wiring
- hail – provision of shelter
- thunderstorm/lightning – provision of shelter
- bushfire – provision of safety/cancellation/evacuation methods
- cold – provision of shelter and warmth.

It is recommended the predicted UV Index and sun protection times be checked and the weather forecast monitored for any warnings via the Bureau of Meteorology (BOM) [website](#) or the BOM weather app [www.bom.gov.au/app/](http://www.bom.gov.au/app/).

In the case of extreme weather, it might be necessary to delay, cancel or postpone your event to ensure the safety and security of participants. You may wish to consider event cancellation insurance to financially protect yourself against inclement weather conditions.

It is wise to consider the costs for how you would operationally deal with inclement weather and include a contingency for unforeseen costs.

## Sun safety

Queensland has a moderate to extreme ultraviolet radiation (UVR) environment year-round. This contributes to high sunburn rates and skin cancer incidence rates that are the highest in the world.

When organising an event, you should consider ways to reduce event attendees', staff and volunteers' unsafe exposure to UVR, including provision of shade structures.

As an event organiser with employees and volunteers, you will need to ensure you are complying with Queensland's work health and safety legal framework. Further information and a guide to health and safety laws is available on the [WorkSafe Queensland website](#).

Queensland Health provides practical [sun safety recommendations](#) to support event planning.

## Electricity, gas, fire and hazardous materials

If your event requires the use of electricity, or hazardous materials such as gas or chemicals, it is recommended to seek advice from a licensed professional about their safe use.

Portable outdoor gas heaters can produce substantial amounts of toxic carbon monoxide if they are used incorrectly or are not operating properly. If they are used indoors, this can result in carbon monoxide poisoning.

It is important to ensure:

- reputable contractors are used
- all cylinders and generators are in good working order
- all electrical cords are tagged and tested and in good working order
- all electrical cords in public areas are appropriately covered and taped down to prevent trip hazards
- an adequate number of fire extinguishers are provided, and staff are briefed on their use
- hazardous items are protected and clearly marked on the site plan
- there is an adequate back up option in place of failure
- these items are considered as part of the risk management assessment.

For the most part, in Queensland, it is illegal to light a fire in the open without a permit. You can apply through the 'Permit to Light Fire' through your [local fire warden](#).

The Rural Fire Service Queensland may impose conditions on your approved permit to reduce unwanted risk or nuisance to other people, property or to the environment. Visit Queensland Fire Department's [website](#) for further information.

## Security personnel

Using professional security staff at your event is recommended if you are engaging VIPs, serving alcohol, have money on site, have equipment that needs protecting or are expecting large crowds.

Some venues will have preferred security providers who know the venue well. It is worth engaging with your chosen security provider as early as possible so they can provide invaluable experience in planning and operations.

## 5. Financial considerations

Developing a budget is an important task in managing an event. In the initial planning phase, the development of a budget helps to establish whether the event will be viable.

The budget should include all forms of income and expenditure with realistic figures. By overestimating income or underestimating supplier costs you can run into financial difficulty. The more research and consultation the more accurate your budget will likely be.

A budget template to assist with your planning can be [downloaded here](#).

## 6. Pre-event site visit

A pre-event site inspection is a valuable tool that shouldn't be underestimated. It is important for a number of reasons such as:

- forming a relationship with the landowner
- determining the best access for guests, suppliers and staff
- determining where the direct sunlight shines or any locations that are shaded
- determining amenities and storage
- determining access to power
- understanding emergency evacuation
- understanding the standard of the site that is expected during the post-event inspection
- determining site capacities and overflow areas
- determining any accessibility challenges and understanding what facilities are available onsite.

A pre-event site visit checklist template to assist with your planning, can be [downloaded here](#).

## 7. Food and beverage

Creating a healthy environment is important for all Queenslanders to assist them to choose healthier food and drink options. When organising an event, consider the opportunities to raise awareness, promote and reinforce healthier eating and drinking behaviours.

### Food

If you are serving food at your event, you must ensure appropriate consideration is given to the safe preparation and service of food. In Queensland, local councils are responsible for issuing licences and permits for temporary food stalls, catering or mobile businesses, to ensure the highest quality standards are used.

It is recommended you contact the local council for information on what will be required for your event. Should food suppliers be using bottled gas or electricity on site, please see **Section 8** on Occupational Health and Safety.

Although promoting healthy food and drink at your event may not be a priority, you may like to consider the following points when choosing the food you serve, or the food vendors selected:

- supply or encourage food vendors to provide a variety of healthy and nutritious food
- consider offering food sourced locally or use local suppliers
- ensure there is plenty of fruit and vegetable options available, and
- offer a variety of cuisines, to suit a range of dietary requirements and cultures.

## Water

For public safety, drinking water should be available to all people at your event irrespective of the event type or weather conditions. In majority of cases, it is a legal requirement to ensure free drinking water is available when alcohol is being sold.

Free, clean and accessible drinking water is recommended, when possible. It can be in the form of water fountains, taps, water trailers or bottled water. If it is not feasible to offer free drinking water, bottled water for purchase should cost less than the lowest price of any other drink sold to people. Remember to ensure drinking water locations are well signposted.

## Alcohol

In most cases, you must have a liquor licence or permit to sell or supply liquor (alcohol) in Queensland.

A liquor licence states where and when you are allowed to serve alcohol. Different licence types are available to suit different businesses or community organisations. Fees and legal obligations for liquor licences vary, depending on the type of business and licence. New liquor licences may take three months to be approved, depending on your circumstances.

Permits are also available for non-proprietary organisations wishing to serve alcohol temporarily or at a one-off event. Permit applications must be lodged 21 days in advance of the event. Conditions may also be placed on the licence or permit around noise restrictions, signage, security and lighting.

A local council designates wet areas to allow the consumption of alcohol in a public place, normally for particular occasions such as a wedding in a park. If your event is held in a public place and people intend to drink, you will need to apply to the local council for wet area approval.

It is important to note having an area declared 'wet' does not rule out the need for a liquor licence. If you intend to sell or supply liquor to others, such as at a festival or fete, you will also need to apply for a liquor licence or permit.

In addition to the required permits, other points to consider include:

- developing a wet-zone management plan, especially if minors are present
- displaying signage on responsible service of alcohol
- displaying signage indicating licenced areas
- providing access to free drinking water
- ensuring food is available
- enabling the safety and security of participants, and local residents
- the legal requirements for trained staff to serve alcohol.

Please be mindful the sale of full-strength alcohol may attract additional needs for security personnel.

There are further guidelines on the Business Queensland website for [promotional and public events](#), and [high risk community and commercial public events](#) which may assist in planning your event.

For more information on relevant liquor licensing or to apply for your liquor permit visit [Business Queensland Liquor and Gaming](#) or telephone 13 QGOV (13 74 68).

## 8. Onsite staff

### Briefing

A briefing document or briefing session is important as it provides a firm set of principles, practices and instructions to guide staff, volunteers and suppliers on their roles and your expectations of them.

The document or session should include:

- contact list of staff, their roles and responsibilities
- individual roles and tasks assigned
- event description, location and site layout
- order of proceedings or run sheet
- emergency response plan
- the expected procedure and practices such as dress code
- any other information that will make the staff member feel at ease in their role.

Consideration should be given to an onsite event briefing with all stakeholders, staff and volunteers before the event starts.

### Volunteers and volunteer management

Volunteering is time willingly given for the common good and without financial gain.

Volunteers can provide invaluable assistance in the coordination and running of an event. It is also important to understand why volunteers choose to volunteer at your event.

Before engaging with volunteers, it is important to:

- ensure you give enough time to plan the involvement of your volunteers
- be aware of the rights and responsibilities to your volunteers in supporting your event
- identify the roles you will need
- consider why a person would like to volunteer
- ensure you have appropriate insurances to engage volunteers
- ensure you have time to appropriately brief, train and debrief volunteers.

It is worthwhile considering how you will thank or reward volunteers, and follow up with them after the event.

There are number of options to source volunteers for your event, such as:

- Volunteering Queensland
- tertiary institutions (where the event tasks align with students' course desires)
- specific industry bodies relevant to your event type
- local services clubs such as Lions Australia and/or Rotary Australia
- groups with an interest in the topic, such as local residents, Parents and Citizens' Associations, or peak body organisations.

For more information on event volunteer management, training or to connect with volunteers, contact [Volunteering Queensland](#).

## Occupational health and safety

In addition to your event participants, you will need to consider the health and safety of staff, suppliers and volunteers. You will need to assess risks and put control measures in place to prevent or minimise exposure to these risks.

For more information on ensuring your event has adequate health and safety mechanisms in place visit [www.worksafe.qld.gov.au](http://www.worksafe.qld.gov.au) or telephone 1300 362 128.

## Operational staff

Accreditation is an efficient way of managing protocol and safety at an event. A number of accreditation options are available depending on the event such as shirts, badges, lanyards, swipe cards, or vests. It is worth considering accreditation for media, photographers, money handlers, and roles dealing with food preparation, hazardous materials, or those interacting with security and/or VIPs.

Appropriate mechanisms such as signage, fencing and an adequate briefing will need to be in place to enable the effective use of accreditation processes.

## 9. Performers and entertainers

If you are engaging performers at your event, it is recommended to have a written contract detailing a number of items such as the obligations of the performer, event conditions, payment (if applicable) and issues relating to cancellation.

Many professional performers will provide a contract for signature; however, it is advised professional legal advice is sought before signing such contracts. Should you wish to initiate the contract or agreement, you may have an existing in-house contract template, or you can contact [Arts Law](#) for low-cost sample agreements.

The [Media Entertainment and Arts Alliance](#), can provide information on performers' wages.

### Copyright

If you are having pre-recorded music at your event, you will most likely need to obtain a licence from Australasian Performing Right Association and the Australasian Mechanical Copyright Owners Society (APRA AMCOS).

This event licence allows you to use music from any legal source and ensures the songwriter and composer receive royalties. You will need to obtain your licence not less than 72 hours prior to the start of your event. For more information visit [APRA AMCOS](#).

### Insurance

You should ensure your performers have insurance to cover their activities while at your event. In most cases, \$20 million is the amount of coverage required for public liability insurance. It is also recommended to request a copy of their certificate of currency for your records.

## 10. Traffic and transport

To run a special event in Queensland that may either directly, or indirectly, impact roads traffic or transport arrangements, event organisers must obtain written approval from the Queensland Police Service and public authorities such as the local council or the Department of Transport and Main Roads (TMR), or other landowners responsible for the roads the event will use.

If the event uses only local council roads, seeking the consent of the local council will be required. If the event uses state-controlled roads or has a significant impact on adjoining state-controlled roads, the additional approval of the relevant TMR office is required.

If the event uses privately-owned or leased roads, approvals for the use of these roads must also be obtained from the landowner.

If you are unsure if your event is a special event, you should first consult with the [Queensland Police Service](#) in the area you intend to hold the event. Smaller events, which can be held within the existing road rules, may not require a special event permit, but you still may need to seek other approvals for other elements of your program. Additional information on the role of the Queensland Police Service at your event is in **Section 3**.

To get information about a road in your area, [use the road lookup service](#) to find out who is responsible—some are managed by local councils. Contact the Department of Main Roads, [regional roads office](#) in your area for information about state-controlled roads and [projects](#) in your area.

## Traffic management plan

For any event impacting road users (including traffic, cyclists or pedestrians), a Traffic Management Plan (TMP) and associated Traffic Guidance Scheme/s (TGS) will be required, and you will need to engage a Traffic Management Designer (TMD) who can develop, document and sign off TMPs or TGSs as required.

To find a qualified TMD, please visit [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au) and search for the 'TMD qualified individuals' list in the search box.

The TMP is the overarching planning document and should be in accordance with the [Queensland Guide to Temporary Traffic Management Part 2](#). The TGS is the detailed arrangement of the devices used to manage traffic as determined in the TMP and developed using the Queensland Manual of Uniform Traffic Control Devices.

For special events visit [traffic management at special events](#) or for general information visit [temporary traffic management](#).

## Road closures

If a road closure is proposed, early discussion with the road-owning authority should take place during the initial contact prior to the TMP being developed. Road authority requirements and community expectations require all road closures be publicly advertised a minimum of two weeks prior to the event.

The issuing of road closure advice (traffic notices) must be coordinated with the relevant TMR regional office and local council, who have established systems to ensure the wide dissemination of this important information for the public.

## Traffic and transport permits

Depending on the size of the event, different road permits may be required:

- Special Event Permit—to run a special event in Queensland, organisers must obtain written approval from the Queensland Police Service, public authorities and the landowner responsible for the roads the event will use.
- Road Corridor Permit (RCP)—a RCP is required if applicants wish to undertake an activity, works or erect a structure within the road corridor.
- Traffic Control Permit (TCP)—a TCP will ensure the conducted event can be performed safely with due care shown to both workers and all road users. An RCP is required prior to applying for a TCP.

The following documents may be required to either accompany the permit application or during the preparation of the event:

- Event Management Plan
- Traffic Guidance Scheme
- Traffic/Transport Management Plan.

To support special events in local communities, TMR has developed the [Event Traffic Marshal \(ETM\) scheme](#) to conduct very basic traffic control duties in low-risk road environments. To be engaged as an ETM, the volunteer must undertake the competency assessment and perform their duties in accordance with the approved procedure.

## Parking

Spectator and participant car parking and associated vehicle movements should be carefully considered in pre-event planning.

Parking needs for the event must be accommodated with appropriately located sites, directional signage and traffic controllers/event traffic marshals. Event parking should include parking areas for cars, motorcycles, bicycles and buses, as well as locations for any essential or emergency vehicles, participants, officials, spectators, media, accessible parking, traffic controllers/event traffic marshals and medical vehicles.

If existing parking facilities at the event location are inadequate, consider parking availability nearby. If you need to set up additional parking facilities, traffic controllers/event traffic marshals may be required. Easily accessible parking spaces close to the event should be provided for people with accessibility requirements.

## Public transport

Every effort should be made by event organisers to encourage participants, supporters and spectators to use alternative routes to access the event and, where possible, to use public transport as an alternative to car travel.

Where coordinated public transport is organised for event participants and supporters, the Event Management Plan should contain relevant details of such arrangements and key personnel contacts.

When planning an event in Queensland, considerations should be given to passenger transport arrangements for your event, particularly if it will impact on existing transport services, local residents, businesses, or the safety of people travelling to or from your event.

Visit [Translink](#) for further information and a checklist on what to consider when planning transport arrangements for your event.

For more information about passenger transport for events, call 13 12 30 or email [majorevents.team@translink.com.au](mailto:majorevents.team@translink.com.au).

## 11. Accessibility

A successful, accessible and inclusive event is one where all attendees have an opportunity to access and experience every aspect of the event and leave with a sense of enjoyment, togetherness, and satisfaction.

### Accessibility resources

The Queensland Government has developed the [Accessible Events Guide](#) and an [Accessible Events Checklist](#) to support event organisers to deliver events accessible for all. A snapshot of considerations is outlined below, however, these are not exhaustive.

### Accessibility planning

Effective planning, including strategies for managing ongoing barriers, can help create accessible systems and reduce major obstacles. The strategies engaged will depend on the venue, size of the event, the audience, program and the presenter.

The information below is not exhaustive, and each event will have issues that are unique to the nature and location of the event and is designed to help you in your planning and to complement any insights gained from research, co-design, focus groups and user-testing.

It is important to consider accessibility for all people, including people with a disability or specific access requirements. People with a disability or older people may experience difficulty hearing what is said, seeing small print, climbing steps, understanding signage or using facilities.

### Accessibility considerations

Things to consider include:

- provision of public or private transport

- nearby reserved/allocated parking
- accessible toilets and/or food and drink facilities
- ramps and/or lift access
- dedicated viewing areas
- regular resting spots
- audio induction loop systems or captioning (for live stream broadcasts)
- interpreters.

Consideration should be given to a continuous accessible and definable path of travel. This is a path of travel within a building that is unobstructed and able to be utilised by all people.

Some of the elements of a continuous accessible and definable path of travel are:

- clear and unobstructed entrances to the building, with no severe gradient changes, no steps or an alternative to steps at the front entrance (e.g. ramp or lift)
- a wide primary path of travel for use by people in wheelchairs or people with assistance animals such as Guide Dogs or Hearing Dogs.

A continuous accessible and definable path of travel must extend to the accessible entrance from local parking, drop-off point or public transport.

You may wish to consider for people with hearing impairments:

- hearing loops and Australian sign language (Auslan) interpreters
- real time captioning (when the venue is suitable).

For people with sight impairments, you may wish to consider:

- information in large print and/or Braille
- designing accessible websites
- additional onsite staff/volunteers to assist
- provisions for guide, hearing and assistance dogs (including drinking water and shade).

If your event is ticketed, you may wish to allow discounted tickets to carers and seniors who hold a Queensland Government [Carer Business Discount Card](#), [Companion Card](#), or [Seniors Card](#).

## 12. Sponsorship, grants, and fundraising

### Sponsorship

Sponsorship can not only assist in additional revenue raising or cost reductions for your event, but can also involve the community by spreading the word.

Sponsorship is the right to associate the sponsor's name, products and/or services with your organisation's service, product or activity, in return for negotiated and specific benefits.

It can be difficult securing sponsors for your event, however, having a plan, proposal and seeking sponsorship ahead of time can make a huge difference. Be realistic on your sponsorship deliverables and expectations. When you have secured a sponsor, providing quality return on investment will assist in fostering long-term partnerships.

Below are some considerations when seeking sponsorship.

### Assessing potential sponsors

When deciding who to approach, think about:

- what benefits can you offer?
- what kind of sponsorship do you need? Cash, in-kind (prizes, catering, advertising, printing, or venue hire), or a combination of both?
- is your preferred sponsor compatible with your organisation and its goals?
- is there likely to be a conflict of interest between the sponsor and what you want to get out of your event?
- could there be a conflict of interest between sponsors if you have more than one sponsor?
- who has supported your organisation, or a similar one, in the past?

### Approaching sponsors

You should prepare a professional looking written document and present this to the business's decision maker well ahead of time. It should include:

- full event details
- the names of any other sponsors
- information about any events you've held before—show your track record with copies of newspaper clippings or other relevant information
- what you want in terms of sponsorship (i.e. cash, in-kind or a mix)
- what the sponsor will get in return – naming rights, signage, advertising, presentation of prize, speaking opportunities, hospitality, or the opportunity to distribute promotional material
- your contact's name, address and telephone number.

You should follow up your proposal with a phone call a few days later.

### Managing sponsors

Once you have gained sponsorship from an organisation you should:

- prepare a written agreement outlining the obligations and benefits for the sponsor
- nominate a point of contact who will liaise with the sponsor
- keep your sponsor updated in the lead-up to your event
- publicise your sponsor in the ways you agreed in your sponsorship proposal
- send your sponsor copies of your promotional materials
- invite your sponsor to your event and give them an official role

- after the event, send a letter of appreciation, photos of the event, copies of any news stories and a report on the event and its outcomes.

Your event may be eligible for sponsorship through the Queensland Government. Sponsorship is available to businesses, associations, local councils and not for profits to deliver significant initiatives and events in Queensland.

Sponsorship applications are accepted at any time, however, ideally are submitted at least eight months prior to an initiative being held. For further information on sponsorship that closely [aligns with current government objectives](#), visit [Queensland Government Sponsorship requests](#).

Sponsorship funding will be distributed in accordance with the [Queensland Government Sponsorship Policy \(PDF, 321KB\)](#).

Applications can be submitted via the Queensland Government Sponsorship Gateway via [www.qld.gov.au/sponsorship](http://www.qld.gov.au/sponsorship).

For further information, contact Engagement and Partnerships, Department of the Premier via email [sponsorship@premiers.qld.gov.au](mailto:sponsorship@premiers.qld.gov.au) or by phone 07 3003 9200.

## Grants

Your event may be eligible for a federal, state, or local government grant.

A grant is funding provided to support specific programs or initiatives, often awarded on a competitive basis. Unlike sponsorships, the grantor does not normally expect to receive anything in return.

Applying for grants can be a competitive process due to the limited pool of funds available and the number of organisations seeking support. Each grant also has its own funding criteria and requirements that need to be carefully considered to ensure your organisation's project is suitable.

Improving your skills in order to prepare applications for grants can mean the difference between obtaining a grant or missing out. A number of entities run workshops to provide organisations with practical, first-hand knowledge on how to write grant applications.

Business Queensland also has videos and resources on how to prepare and write a grant application. For more information, visit [Business Queensland](#) for advice and support.

Visit the [Queensland Government Grants Finder](#) for Queensland Government grants and assistance programs that may help you. Visit [Grant Connect](#) for federal government grants or the relevant website for local government assistance.

## Fundraising

Organisations and individuals wishing to fundraise for a charitable or community purpose must be authorised by the Office of Fair Trading. It is an offence to fundraise for a charitable purpose without this approval.

If you are fundraising or selling items at your event, it is important to consider keeping your staff and volunteers safe. You might want to consider:

- the safety and security of your staff and volunteers
- hiring a licensed security guard to monitor the movement of money
- where the money will be kept.

For further information visit the Queensland Government [charities and fundraising](#) page or visit the Office of Fair Trading [website](#).

## 13. Marketing, communications, and media

It is vital to carefully consider how will attract your audience to ensure the event achieves its intended outcomes. The development of an effective marketing and communications plan is essential for the delivery of a successful event.

Initial planning and consultation with key stakeholders and landowners should be done before your event ticket sales or advertising occurs.

Some considerations to incorporate in this plan are:

- who will you communicate with?
- what will you tell them?
- when will you communicate with them?
- how will you communicate with them?
- can your online platform cope with the anticipated demand of ticket sales? What are your contingency plans?
- do you have social media platform/s in place?

The [Queensland Government Advertising and Marketing Communication Code of Conduct](#) may be consulted for further information.

### Defining your target market

You should define who your event is likely to attract, also known as a target market, and if there is a perceived demand or gap for the event. These target markets should be ranked, so you know where your resources are best spent.

If your event is annual or recurring, your existing audiences are a valuable asset. They can be ambassadors and assist in spreading the word.

## Setting your objectives

Your event may already have existing objectives you wish to achieve. If not, it is important to set realistic and measurable objectives that will be evaluated at the end of the project. Some objectives might be around level of attendance, increase in revenue, or achieving a high participant satisfaction rating. All of these objectives must have a numerical target, e.g. 95 per cent, increase by 20 per cent etc.

## Defining your message

You must determine what your audience needs to know and when they need to know it.

Think about what you will tell them. This may include:

- event times
- reasons to attend
- potential impacts to the transport system (road closures, diversions, public transport changes)
- parking arrangements
- contact/booking details.

You should also have timelines developed as to when you will communicate these messages with them, for example:

- in the planning stages
- to notify them of the changes
- during the event
- after the event.

## Determining your marketing tools

Once you have undertaken the above activities, you are in a position to determine the best tools to gain the maximum reach.

Some of the most common tools include:

- direct mail or direct email
- print—mailbox drops, flyers, posters
- advertising—print, radio, online, television, cinema
- outdoor advertising—billboards, bus stops, banners
- website/internet
- media releases
- social media.

It is important to ensure all messaging and imagery is consistent with your event brand.

If you set up a website, it is worthwhile understanding how many people view your site, what pages they view, the peak viewing times, and for how long. Your web developer should be

able to authorise for you to see these statistics. Using these figures, and cross-checking them against your marketing activities, can allow you to understand what marketing activities are working well, or have worked well for past events.

Social media can play a major role in your event delivery. It is not only useful to attract and engage attendees, but can also be used successfully for contingency planning. For example, you can update your attendees of a program schedule change, or manage attendees in the event of an emergency.

## Communication during your event

It is important to consider on site communication during your event. Some of the most commonly used on site tools are screens, signs, information booths, public address (PA) system, variable message boards, apps and printed programs. If time and budget allows, events have also successfully used apps for this purpose.

Operational signage is an important part of any event in communicating messages to participants. Signage you may wish to consider includes parking/no parking, directional, first aid, information, and stallholder names.

It is also important to discuss with the landowner where the signage will be placed, and how it will be affixed before preparing your signage.

Specific requirements for telecommunication/mobile/Wi-Fi connection systems should be considered together with power requirements for electronic lighting, equipment, and payment systems, such as EFTPOS etc.

## Promotional items and giveaways

If you have promotional items or giveaways for patrons, it is important to keep safety in mind. Consider the hazards associated with your promotional items, especially if children will have access to them. Disposable items such as helium balloons released can cause serious environmental harm to wildlife.

Promotional items should be non-toxic, not contain loose or small parts that can be swallowed, and not have sharp edges or strings that could cut or choke a child. Safety and warning labelling should be included where necessary. There is also an ongoing record of serious injuries and deaths of children from button batteries. If promotional items contain button or coin batteries, you must ensure those items are compliant with the most recent mandatory standards.

The supply of certain products including toys in Australia are subject to strict mandatory safety standards. Agencies should ensure that any promotional products supplied meet the

minimum safety and/or information requirements of the relevant mandatory standard and are not banned.

For further information on product safety, visit the Queensland Office of Fair Trading. To obtain a copy of the Office of Fair Trading's *Information sheet for Queensland Government agencies Product Safety – providing promotional items at events*, email [OFT.Safety@justice.qld.gov.au](mailto:OFT.Safety@justice.qld.gov.au).

## Media and public relations

Media considerations should form a significant part of your marketing and communications plan. There are a number of media platforms including radio, television, print, cinema and online platforms.

You may wish to consider media platforms that require long leads (such as magazines), and post event releases that summarise your event. It is worthwhile appointing a media spokesperson, who can be available to respond to media enquiries.

If you have invited media to your event, you may wish to consider giving accreditation or a pass to allow access to the back of house areas or facilities to enable them to publish immediately. It is also worthwhile considering how you will deal in the event of an incident/accident.

A marketing and communications plan template is available [online](#).

## 14. Welcome to Country and Acknowledgement of Traditional Owners

A Welcome to Country is a protocol where Aboriginal or Torres Strait Islander Traditional Owners welcome others to the land where the event is taking place. Only Traditional Owners who are from that particular area can undertake a Welcome to Country.

The Welcome to Country ceremony is carried out at significant events, major public functions and/or formal functions involving people from other parts of the country or from overseas such as:

- openings of festivals
- award programs
- conferences
- significant community engagement forums.

Most Traditional Owner groups or representative groups will require a nominal fee to cover the cost of conducting the Welcome to Country. A Welcome to Country including a traditional dance or smoking ceremony will generally involve a more substantial payment.

An Acknowledgement of the Traditional Owners differs from a Welcome to Country in that it can be delivered by anyone – Aboriginal, Torres Strait Islander and non-Indigenous people.

This practice demonstrates respect for Aboriginal and Torres Strait Islander cultures and recognises the importance of acknowledging the Traditional Owners of the land and/or sea. A master of ceremonies introduces the Traditional Owner to undertake a Welcome to Country and, following this, would Acknowledge the Traditional Owners.

To show respect for the Traditional Owners, other speakers may also choose to Acknowledge the Traditional Owners at the beginning of their speech/discussion.

If a Welcome to Country is not being undertaken by the Traditional Owners, the master of ceremonies should Acknowledge the Traditional Owners at the commencement of the proceedings.

A short pause should be taken after the acknowledgement as a sign of respect before proceedings continue. An example of an Acknowledgement of the Traditional Owners is: *“I would like to acknowledge the [Name of the Traditional Owners, if known] peoples, Traditional Owners of the land [and/or sea] on which this event is taking place and I pay my respect to Elders past, present and emerging.*

If you need more information about a local Elder to perform Welcome to Country or Acknowledgement of Traditional Owners and Elders, contact 13 QGOV (13 74 68) to find a representative in your region.

## 15. Event protocols

If your event is likely to attract dignitaries, VIPs or may be subject to cultural sensitivities, it is important to consider appropriate engagement.

Some operational aspects to consider including meeting, escorting and seating VIPs, the order of speeches and appropriately acknowledging VIPs, traditional owners and cultural groups.

The [Queensland Government State Protocols: A Guide](#) is a resource for anyone that may require an understanding of State Protocols, including:

- how to address a range of dignitaries, ministers and government officials including the use of the title ‘Honourable’
- suggested seating arrangements for formal occasions
- a state and commonwealth Order of Precedence which is used to create acknowledgements for speeches and to prepare seating arrangements.

## 16. Australian protocols

The Australian Flags and Australian National Anthem should be used with respect and dignity.

It is recommended to familiarise yourself with the protocols on using the [Australian National Flag](#), and [Australian National Anthem](#) at your event.

Further information around the Queensland state flag, emblems and icons is available via the Queensland Government [website](#).

Further information around Australian honours and symbols can be found via the Australian Government [website](#).

## 17. Legal considerations

It is recommended to engage professional legal advice at the beginning of your event planning as it may impact on the event delivery. Legal advice may be useful when considering:

- agreements (contracts) with staff, suppliers, sponsors, contractors, venues, performers, volunteers; and other stakeholders
- type of insurances that might be applicable to your event
- the drafting of entry, application or competition forms
- taxation issues
- fundraising plans
- issues relating to intellectual property.

An independent national community centre for the arts, [Arts Law Centre of Australia](#), can provide low-cost sample agreements to be modified.

Coordinating an event is a complex task, often with the involvement of many stakeholders. Good record keeping will assist in the execution of an event.

Some documents you may wish to consider keeping are:

- project plan event timelines (including necessary steps in the planning and delivery phases)
- event budget
- minutes of meetings, notes and actions taken at meetings, confirmation emails
- key stakeholders who have been consulted and their input
- event delivery checklist
- records of all communications (electronic, physical by meetings, face to face, online meetings, or phone calls)
- contracts with suppliers, landowners, entertainers, staff, and volunteers
- feedback or survey results from attendees and stakeholders
- final reports
- sponsor reports

- Event Management Plan—one document or manual that could be supplied to staff, volunteers or key stakeholders.

The Event Management Plan should include:

- event run sheets (detailed timelines and task assignment document)
- production schedules
- event site plan
- risk management plan
- transport management plan
- permits and approvals
- emergency response plan
- contact list
- staff roles and responsibilities
- inclement weather plan
- public health directives
- function security including entry requirements to the venue i.e. government identification.

Templates for key event planning documents are provided [online](#) and on [Marketing Matters](#).

## 18. Event delivery

### Pre-event

Ensure you have factored contingency timing into your run sheet, to allow for staff or suppliers to address unforeseen issues.

Where possible, it is recommended to hold a rehearsal to ensure the audio-visual system is working effectively, and key staff know what is expected of them.

At event delivery time, it is recommended all parties have been:

- provided, and requested they read, a copy of the Event Management Plan
- briefed of their expectations
- provided appropriate documentation to assist them in their role
- provided with any foreseeable issues within their scope of works.

### On the day

On event day, it is recommended all documentation, including the Event Management Plan and its associated documents are available onsite.

### Post event

Immediately after your event, consideration should be given to a 'hot' debrief with onsite stakeholders. This 'hot' debrief will highlight the main issues and successes and determine

the structure and key points to address during the planned stakeholder debrief in the coming days/weeks.

When your event is over, there's often a number of tasks still to do such as:

- bump-out and hand the site back to the landowner for inspection
- conduct a formal debrief meeting with all key stakeholders
- pay your suppliers and finalise the budget
- finalise the event report
- acquit any grant monies
- collate and evaluate survey results and data
- thank staff, volunteers, suppliers and sponsors for their input in the event
- prepare and distribute any sponsor reports.

It is advisable to keep all documentation for your event for a certain period of time. In the event issues arise, it is important to have an accurate report and record of your event.

You should seek legal advice about how long to retain your records.

## 19. Evaluation

Evaluation is an important part of an event lifecycle to ensure successes can be celebrated, and issues can be addressed. There are many ways you can effectively evaluate your event, such as:

- conducting a face to face, online, phone, and/or onsite survey (for participants, stakeholders, suppliers or to all)
- sending an evaluation survey (for participants, stakeholders, suppliers or to all)
- consider improvement opportunities if this is intended to be an ongoing or recurring event, including safety, vibrancy and viability for future success. measuring success against your objectives
- calculating attendee figures and/or media attention
- holding a debrief meeting with key stakeholders
- assessing telephone calls/emails received regarding the event
- assessing website visits and/or social media likes/shares.

Being able to critically assess these elements will enable a greater outcome for the next event.

## 20. Resources

### Accessible events

The Queensland Government has developed the [Accessible Events Guide](#) and a complementary [checklist](#) to support event organisers to deliver events accessible for all.

For considerations in designing age-friendly events, visit the [World Health Organization](#).

## APRA AMCOS

To obtain an appropriate music licence for your event, visit [www.apraamcos.com.au](http://www.apraamcos.com.au).

## Arts Law Centre of Australia

For low-cost sample templates and contracts, visit [www.artslaw.com.au](http://www.artslaw.com.au).

## Media, Entertainment and Arts Alliance

For information on arts workers, visit [www.meaa.org](http://www.meaa.org).

## Protocol and Australian Honours

For event protocols such as the Australian Government Honour System and Australian Flag protocol, visit [www.pmc.gov.au/government/its-honour](http://www.pmc.gov.au/government/its-honour).

The State Order of Precedence can assist in preparing the list of acknowledgements for hosts and speakers at your event. These are detailed on [www.premiers.qld.gov.au](http://www.premiers.qld.gov.au).

The [protocol guide to forms of address](#) can assist in addressing dignitaries and VIPs.

## Promotional items

For standards, regulations and general guidance on supplying safe promotional products visit [www.productsafety.gov.au](http://www.productsafety.gov.au).

## Risk management

To gain a greater understanding of the principles of risk management view [the Standards Australia publication, Risk management – Principles and Guidelines AS/NSZ ISO 31000:2018](#).

## Traffic and transport

Information can be found in Section 10, Traffic and Transport. For further information on public transport for events, visit [www.translink.com.au](http://www.translink.com.au).

## Tourism and Events Queensland (TEQ)

TEQ provides event funding via the [Queensland Destination Events Program](#) and access to [the Queensland Events Guide](#); a comprehensive resource designed to assist organisers throughout an entire event project, visit [www.teq.queensland.com](http://www.teq.queensland.com).

TEQ also works in partnership with the Australian Tourism Data Warehouse (ATDW), which is Australia's largest tourism network. There is no cost to list your event and event organisers can register, create and manage their event listings via [www.atdw-online.com.au](http://www.atdw-online.com.au).

## Volunteering Queensland

For assistance with event volunteering and management, or a range of helpful and free resources and templates from Volunteering Queensland, visit [www.volunteeringqld.org.au](http://www.volunteeringqld.org.au).

## Waste and recycling initiative

The Australian Packaging Covenant is a sustainable packaging initiative which aims to change the culture of business to design more sustainable packaging, increase recycling rates and reduce packaging litter. For more information or to see signatories, visit [www.packagingcovenant.org.au](http://www.packagingcovenant.org.au).

## 21. Appendix – contacts and approvals

The details below may assist in your planning and approval processes.

### Accessibility

It is important to consider accessibility to all people, including those with a disability or issues with access.

#### Advice required from:

- Department of Families, Seniors, Disability Services and Child Safety
- Email (Disability, Seniors and Carers): [feedback@dssatsip.qld.gov.au](mailto:feedback@dssatsip.qld.gov.au)
- Telephone: 13 QGOV (13 74 68); website: [www.families.qld.gov.au](http://www.families.qld.gov.au)
- Local council
- Landowner

**Recommended deadline:** Contact in the initial phase of planning.

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### Alcohol

If you are selling or serving alcohol, you might require a permit or licence:

- A [liquor licence](#) states where and when you are allowed to serve alcohol. Different licence types are available to suit different businesses or community organisations.
- [Permits](#) are also available on the same website for non-proprietary organisations that want to serve alcohol temporarily or at a one-off event.

#### Approval/licence required from:

- Office of Liquor and Gaming Regulation, Department of Justice
- Licence and Permit enquiries email: [OLGRlicencing@justice.qld.gov.au](mailto:OLGRlicencing@justice.qld.gov.au)

- Liquor compliance enquires email: [liquorcompliance@justice.qld.gov.au](mailto:liquorcompliance@justice.qld.gov.au)
- Telephone: 13 QGOV (13 74 68); website: [www.justice.qld.gov.au/about-us/services/liquor-gaming](http://www.justice.qld.gov.au/about-us/services/liquor-gaming)
- Further information is also available at [www.business.qld.gov.au/liquor-gaming](http://www.business.qld.gov.au/liquor-gaming)
- Local council
- Local police

**Recommended deadline:** A licence can take 4-6 months to be processed. Permit applications must be lodged 21 days in advance of the event. Application fees may apply. Conditions may also be placed on the licence or permit around noise restrictions, signage, security and lighting.

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## Children

A blue card may be required to conduct certain activities. It is important to note a blue card is not required in all situations where a child may be present however, if your activities do fall within the scope of the blue card system, you must ensure everybody who needs a blue card has a current card before they engage in any child-related activities regulated by the blue card system.

If you are unsure if you or a volunteer or employee of your organisation requires a blue card, please contact Blue Card Services.

### Approval/license required from:

- Blue Card Services
- Telephone: 1800 113 611 or 07 3211 6999; website: [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au)
- Email: [info@bluecard.qld.gov.au](mailto:info@bluecard.qld.gov.au)

**Recommended deadline:** You should allow at least 28 business days for an application to be processed. Applications will take longer to process if the form is incomplete or police or disciplinary information is returned.

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## Competitions, raffles, bingo and other games

Art unions, raffles, bingo, lucky envelopes, Calcutta sweeps, and promotional games (trade promotions or competitions) are regulated under the *Charitable and Non-Profit Gaming Act 1999*. Under the Act, these different games are broken into categories, some of which require a [licence](#).

### Approval/licence required from:

- Office of Liquor and Gaming Regulation, Department of Justice  
Telephone: 13 QGOV (13 74 68) website: [www.justice.qld.gov.au/about-us/services/liquor-gaming](http://www.justice.qld.gov.au/about-us/services/liquor-gaming)

- Licence and permit enquiries email: [OLGRLicensing@justice.qld.gov.au](mailto:OLGRLicensing@justice.qld.gov.au)
- Gaming compliance enquiries: [gamingcompliance@justice.qld.gov.au](mailto:gamingcompliance@justice.qld.gov.au)

**Recommended deadline:** Applications must be lodged between 21-28 days prior to the commencement date of the game/s. Applications may require a fee.

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## Copyright

The approval to play pre-recorded music, reading, images at your event may require a licence.

### Approval/licence required from:

- APRA AMCOS  
Telephone: 02 9935 7900; website: [www.apraamcos.com.au](http://www.apraamcos.com.au)
- The copyright holder (e.g. author, photographer)

**Recommended deadline:** Minimum 72 hours before the event commences.

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## Electricity and gas

Any activity involving electricity or the use of gas should be managed in consultation with professional contractors.

### Approval/advice required from:

- Landowner
- In-house electrician/external electrical contractor
- Local council
- Worksafe Queensland  
Telephone: 1300 362 128; website: [www.worksafe.qld.gov.au](http://www.worksafe.qld.gov.au)

**Recommended deadline:** Timeframes may vary. Check with local council of landowner.

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## Fire

Any activity involving fire, or fire pits may require a [permit](#).

### Approval/permit required from:

- Queensland Fire Department [www.fire.qld.gov.au](http://www.fire.qld.gov.au)
- [Local Fire wardens](#)
- Local council
- Landowners and landowners of the adjoining properties

**Recommended deadline:** Minimum 72 hours before the event commences, however these times may vary. Your local fire warden can advise of the appropriate times.

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## Fireworks and special effects

If you are staging a fireworks display, refer to the Queensland [Code of Practice](#) for the Control of Outdoor Fireworks Displays.

Unauthorised fireworks have been illegal in Queensland since 1972 because they are unsafe for users and the community. Only [licensed fireworks contractors](#) can legally conduct [fireworks displays](#).

It is recommended contacting the Resources Safety and Health Queensland to understand your responsibilities in staging a fireworks display.

### Approval/licence required from:

- Resources Safety and Health Queensland  
Telephone: 07 3199 8023; website: [www.rshq.qld.gov.au](http://www.rshq.qld.gov.au)  
Licencing email: [explicensing@rshq.qld.gov.au](mailto:explicensing@rshq.qld.gov.au)
- Local council
- Landowners and landowners of the adjoining properties

**Recommended deadline:** Times vary between 4-7 days before the fireworks display. You must notify the Explosives Inspectorate at least seven calendar days before the fireworks display is staged. You are obligated to notify the local community of the fireworks display, and neighbours in close proximity (200–800m depending on the type of display) no less than four days before the proposed fireworks display, via radio, local newspapers or direct mail.

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## Fundraising

Any activity raising funds from the wider public.

### Approval/licence required from:

- Office of Fair Trading  
Telephone: 13 QGOV (13 74 68); website: [www.qld.gov.au/fairtrading](http://www.qld.gov.au/fairtrading)
- Local council
- Charity you are fundraising for
- Landowner

**Recommended deadline:** Application times vary between 14 days to one year. Contact the Office of Fair Trading for further information.

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## Grants and funding support

Your event may be eligible for a federal, state, or local government grant. For further information on grants provided by the Queensland Government, visit [www.qld.gov.au/community](http://www.qld.gov.au/community).

### Grants and/or advice available from:

- Business Queensland (grant writing resources)  
Telephone: 13 QGOV (13 74 68); website: [www.business.qld.gov.au](http://www.business.qld.gov.au)
- Tourism and Events Queensland  
Telephone: 07 3535 3535; website: [www.teq.queensland.com](http://www.teq.queensland.com)
- Australian Government  
website: [www.australia.gov.au](http://www.australia.gov.au)
- Local council

**Recommended deadline:** Check the respective website for eligibility, guidelines, opening and closing dates.

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## Landowner approvals

Approval is required to hold an event in national parks or reserves, or on private, local government, state or federal government land.

Should you wish to hold your event in a national park, recreation area or State forest you might need to apply for one of the Department of Environment, Tourism, Science and Innovation administered permits below:

- Queensland Parks and Wildlife Service (QPWS) [event permit](#)
- Queensland Parks and Wildlife Service [commercial activity permit \(CAP\)](#)

A pre-lodgement is recommended with QPWS prior to application to discuss the event.

Certain management requirements may also apply within one or more of [Queensland's State Marine Parks](#).

### Approval/permit required from:

- Queensland Parks and Wildlife Services (QPWS), Department of the Environment, Tourism, Science and Innovation (for the use of national parks, marine parks and forests)  
Telephone: 13 QGOV (13 74 68); website: [www.detsi.qld.gov.au](http://www.detsi.qld.gov.au)
- Local council
- Landowner

**Recommended deadline:** As early as possible. Approvals for permits through QPWS may take up to 40 business days. Contact the local council and/or landowner in the initial phase of planning. Application fees may apply.

## Lighting structures

There are a number of physical structures owned by Queensland Government, local councils or private companies available for lighting and/or light projections to celebrate events and promote a variety of causes throughout the year.

Lighting assets can be expensive and time consuming, and not all requests will be supported.

### Approval/license required from:

- Landowner

The list below is not an exhaustive list. Please contact the building manager of significant structures in your local area to discuss opportunities for lighting assets for your event/campaign.

**Recommended deadline:** As early as possible to discuss your requirements. Some assets have a forward calendar of special lighting opportunities so will not always be available at the time you wish to implement your campaign.

Asset	Owner	Contact details	About the asset
Brisbane City Council: <ul style="list-style-type: none"> <li>• Story Bridge*</li> <li>• Victoria Bridge</li> <li>• Kangaroo Point Bridge</li> <li>• Reddacliff Place Steam sculptures</li> </ul> *When lighting the Story Bridge, complimentary assets include: <ul style="list-style-type: none"> <li>• Breakfast Creek Bridge</li> <li>• Yowoggera Bridge</li> <li>• Wickham Terrace Car Park architectural wall</li> </ul>	Brisbane City Council	<b>Before you apply</b> <ol style="list-style-type: none"> <li>1. Choose a <a href="#">Council asset</a>.</li> <li>2. Check your <a href="#">eligibility</a> and read the booking conditions.</li> <li>3. Prepare the following information:                             <ul style="list-style-type: none"> <li>○ campaign or event purpose information</li> <li>○ business information (ABN, trading name, etc.)</li> </ul>                             your chosen light-up dates, asset and colours. You can choose your light colour/s and sequencing from set colours on the online form.                         </li> </ol>	Brisbane City Council has a number of assets that can be lit up for significant city, state or national events or awareness campaigns.  Assets are also available for banners to promote major festivals and events, community awareness campaigns or cultural festivals.  Applications to light up an asset must be received a minimum of 31 days prior to the light up campaign.

			A fee is not payable if you meet the criteria.
Brisbane City Council: Brisbane City Hall and King George Square	Brisbane City Council	As per advice above.  Contact City Hall Operations on 07 3403 8888.	Applications for City Hall and King George Square, including event/vehicle access are made through a separate application form.  Applications to light up an asset must be received a minimum of 31 days prior to the light up campaign.
Brisbane Convention & Exhibition Centre (BCEC)	South Bank Corporation	Make an <a href="#">enquiry online</a>  Event enquiries: 07 3308 3063	BCEC's outside lighting is used to promote and theme major BCEC events. Any external requests will be considered around the existing schedule. Apply via email.
Bulmba-ja Arts Centre (Cairns)	Queensland Government	<a href="mailto:Bulmba-ja@arts.qld.gov.au">Bulmba-ja@arts.qld.gov.au</a> 07 4047 4910	External requests are considered around the existing schedule. Apply via email. Charges may apply.
City Parklands – Roma Street Parkland	Brisbane City Council	Event Sales and Planning Team on 07 3029 1888.	Areas for venue hire in <a href="#">Roma Street Parkland</a> include the Celebration Precinct, the Amphitheatre, Lakeside Precinct and Spring Hill Corner.
Judith Wright Arts Centre	Queensland Government	<a href="mailto:jwac@arts.qld.gov.au">jwac@arts.qld.gov.au</a> 07 3872 9000	External requests are considered around the existing schedule. Apply via email. Charges may apply.
Kurilpa Bridge	Queensland Government	<a href="mailto:qgao.enquiries@epw.qld.gov.au">qgao.enquiries@epw.qld.gov.au</a> or <a href="mailto:QGAO.ParksandBridges@epw.qld.gov.au">QGAO.ParksandBridges@epw.qld.gov.au</a> 07 3008 2827	Lighting of the Kurilpa Bridge is only available for significant city, state, national events, awareness campaigns or at the request of the Queensland Government. Please complete an <a href="#">application to light Kurilpa Bridge form</a> and submit via email.

			Applications must be submitted by an organisation or registered not-for-profit organisation.
Parliament House	Queensland Government	<a href="mailto:Office.oftheSpeaker@parliament.qld.gov.au">Office.oftheSpeaker@parliament.qld.gov.au</a> 07 3553 6702	Permission to be requested via the Clerk of Parliament. Apply via email.
Queensland Performing Arts Centre (QPAC)	Queensland Government	<a href="mailto:venuesales@qpac.com.au">venuesales@qpac.com.au</a> 07 3840 7087 www.qpac.com.au	QPAC's outside lighting is used to promote and theme major QPAC events. Any external requests will be considered around the existing schedule. Apply via email.
Sir Leo Hielscher Bridges (Gateway)	Transurban Group	<a href="mailto:MotorwayEnquiries@transurban.com">MotorwayEnquiries@transurban.com</a>  p. 07 3323 0000	Available to support community, cultural or charity events. Apply via email.
SkyPoint Observation Deck, Q1	Coast Entertainment Holdings	<a href="mailto:events@skypoint.com.au">events@skypoint.com.au</a> p. 07 5582 2700	SkyPoint, atop the iconic Q1 building at the Gold Coast. Apply via email.
South Bank Parklands	South Bank Corporation	Events/venue hire: e. <a href="mailto:events@south-bank.net.au">events@south-bank.net.au</a>  p. 07 3867 2000	<ul style="list-style-type: none"> <li>• Brisbane sign</li> <li>• South Bank Arbour</li> <li>• Victoria Bridge Abutment</li> </ul>
<a href="#">Suncorp Stadium</a>	Stadiums Queensland	<a href="mailto:info@suncorpstadium.com.au">info@suncorpstadium.com.au</a>  p. 07 3331 5000	Predominantly used to host sporting events and concerts, but will consider other requests in light of the schedule. Apply via email.
The Gabba	Stadiums Queensland	<a href="mailto:info@thegabba.com.au">info@thegabba.com.au</a>  p. 1300 843 422	Predominantly used to host sporting events and concerts, but will consider other requests in light of the schedule. Apply via email.
Wheel of Brisbane	Brisbane Wheel Pty Ltd	<a href="mailto:info@wheelofbrisbane.com.au">info@wheelofbrisbane.com.au</a> p. 07 3844 3464	Annual lighting schedule determined are determined at the start of the year. Apply via email.
Wintergarden and Broadway on Adelaide (170 Queen Street)	Privately owned	<a href="mailto:wintergarden@apl.jll.com">wintergarden@apl.jll.com</a> p. 07 3229 9755	Apply via email.

## Noise levels

Confirming appropriate noise levels and times for installation or playing amplified noise at your event.

**Approval/licence required from:**

- Local council
- Local police
- Landowner

**Recommended deadline:** Contact the local council or landowner in your early stages of planning.

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## Queensland Police Service

The officer in charge of the local police station or establishment concerned will determine whether police services should be performed in the ordinary course of police business or as special services (at a cost to the event organiser).

**Approval/licence required from:**

- [Local police](#)  
Telephone: 131 444; website: [www.police.qld.gov.au](http://www.police.qld.gov.au)

**Recommended deadline:** Contact to be made early in planning, prior to advertising or selling tickets to the event.

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## Promotion

Assistance in promoting your event.

**Assistance from:**

- Tourism and Events Queensland (TEQ)  
Telephone: 07 3535 3535; website: [www.teq.queensland.com](http://www.teq.queensland.com)
- Regional Tourism Organisations are listed individually on [website](#)
- Local council
- Landowner

**Recommended deadline:** As soon as possible, and when preparing your marketing plan.

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## Protest/march/public assembly

An activity likely to disrupt the normal road conditions will be required to notify local police.

You must download and fill in a [Notice of Intention to Hold a Public Assembly form](#) if you are planning a public protest, rally or assembly.

Take your completed form to either your nearest:

- [police station](#)
- [courthouse](#).

**Approval/licence required from:**

- [Local police](#)  
Telephone: 131 444; website: [www.police.qld.gov.au](http://www.police.qld.gov.au)
- Landowner

**Recommended deadline:** Minimum five days before the event commences.

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## Signage

Any physical or digital signage at, or near your event site.

**Approval/licence required from:**

- Local council
- Landowner

**Recommended deadline:** Contact the local council or landowner.

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## Significant event

Any event having the potential to draw large crowds, generate significant noise, or likely to disrupt the normal road conditions.

**Approval/licence required from:**

- Queensland Police Service  
Telephone: 131 444; website: [www.police.qld.gov.au](http://www.police.qld.gov.au)
- Local council
- Landowner

**Recommended deadline:** At least 12 months prior to the event. Contact the local council, local police or landowner in the initial planning phase and prior to selling tickets or advertising the event.

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## Smoking

Smoking is either banned or restricted at common areas of community events such as eating and drinking areas, under 18 sporting areas, around skate parks, near children's playground

equipment and at public transport waiting points. In Queensland smoking bans also apply to the use of electronic cigarettes.

**Advice from:**

- Local public health unit  
Telephone: 13 QGOV (13 74 68); website: [www.health.qld.gov.au](http://www.health.qld.gov.au) and in the search box, type 'public health units'.
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## Traffic and transport

Further information on [Road Corridor Permits](#), Traffic Guidance Schemes and Traffic/Transport Management Plans is available in [the Queensland Manual of Uniform Traffic Control Devices](#) (MUTCD), Part 3—Works on Roads, Section 2.

Applications for a Road Corridor Permits and/or Traffic Control Permit can be made online through the self-managed [Customer Portal](#) once an account has been created. Traffic Control Permits, Road Corridor Permits and works agreements to gain access to the state-controlled and corridor network, are submitted, processed and managed through the portal.

Additional information on the Event Traffic Marshal scheme can be accessed via [Event Traffic Marshals](#).

**Approval/licence required from:**

- Department of Transport and Main Roads (TMR)  
Telephone: 13 QGOV (13 74 68); website: [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au)
- Queensland Police Service  
Telephone: 131 444; website: [www.police.qld.gov.au](http://www.police.qld.gov.au)
- Local council
- Landowner

**Recommended deadline:** Contact the landowner or local council as soon as possible. Contact your local TMR roads office if your event uses state-controlled roads, or has a significant impact on adjoining state-controlled roads.

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## Water safety

Aquatic activities (boat or swimming races, sailing regattas, water skiing competitions, fireworks displays) that are likely to affect the normal operations of vessels may require an aquatic event authority. You may also need to contact the TransLink team for advice around potential impacts to public transport.

You must apply to hold an aquatic event to Maritime Safety Queensland/Gold Coast Waterway Authority before the event. [Applications attract a fee.](#)

**Approval/licence required from:**

- Maritime Safety Queensland Telephone: 13 QGOV (13 74 68); website: [www.msg.qld.gov.au](http://www.msg.qld.gov.au)
- Gold Coast Waterways Authority Telephone: 5539 7350; website: [www.gcwa.qld.gov.au](http://www.gcwa.qld.gov.au)
- Local council / landowner

**Recommended deadline:** Applications must be lodged 30-90 days prior to the event. Contact your local Maritime Safety Queensland office in the early planning stages. Application fees apply.

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## Waste management

Preparation of how waste will be dealt with at your event – a waste management plan will be required for the events listed in **Section 4** of this document.

**Approval/licence required from:**

- Local council
- Landowner

**Recommended deadline:** Contact the local council or landowner.

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## Welcome to Country/Acknowledgement of Traditional Owners

It is important to ensure correct protocol is adhered to when liaising with and identifying Traditional Owners.

**Recommended to seek advice from:**

- Department of Women, Aboriginal and Torres Strait Islander Partnerships and Multiculturalism  
Telephone: 13 QGOV (13 74 68); website: <https://www.tatsipca.qld.gov.au>

**Recommended deadline:** It is good practice to request the involvement of the Traditional Owner on the land on which your event is taking place, at least two weeks prior to the event day.

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