

## Planning your event

### Before your event:

- 6 weeks notice of your event in writing
- A copy of your event plan
- A site map (if appropriate)

### During your event:

- Access to ice, water and shelter
- Access to parking
- A contact person at the event
- Provision of food for our volunteers is appreciated
- Respect for our volunteers

### After your event:

- Feedback on the service we provide
- A contribution for service is appreciated to cover our costs and continue our vital role in the community

### Have you considered:

- Other major events held on the day
- An event plan
- A risk analysis
- Insurance
- Advising SAPOL, MFS, Local Council, local residents
- Any permits or licences
- Weather conditions
- Cancellation or alternative weather policies