

# EVENT

## Self-Assessment Checklist



Organiser's Full Name		Date:
Phone:		Email:

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

### TELL US ABOUT YOUR EVENT

<b>Event start / finish date and time</b>	Date:	
	Time:	
<b>What is the nature of the event?</b>	<input type="checkbox"/> Private <input type="checkbox"/> Public <input type="checkbox"/> Other (details below)	
<b>What is the proposed event location?</b>		
<b>Number or people expected?</b>	At any one time: <input type="checkbox"/> Under 30 <input type="checkbox"/> 50 – 500 <input type="checkbox"/> 500 – 1000 <input type="checkbox"/> 1000 – 5000 <input type="checkbox"/> 5000 plus	Over the entire event: <input type="checkbox"/> <b>Under 30</b> <input type="checkbox"/> <b>50 – 500</b> <input type="checkbox"/> <b>500 – 1000</b> <input type="checkbox"/> <b>1000 – 5000</b> <input type="checkbox"/> <b>5000 plus</b>
<b>Are you planning to sell or allow the consumption of alcohol?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Do you plan to erect signs or make changes to existing signs?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Do you require to make changes to traffic?</b> e.g. closing of roads etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Do you need access to power?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Will food or drinks be served or sold?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Do you plan to erect marquees (larger than 10m<sup>2</sup>) or structures e.g. seating, stage</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Do you wish to discuss Shire grants or funding?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Do you require additional bins?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Additional comments</b>		

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