Event Management - RACI Matrix (Roles and Responsibilities)

Event Management - Event planning is the process of planning a festival, ceremony, competition, party, concert, or convention. Event planning can include budgeting, establishing dates and alternate dates, selecting and reserving the event site, acquiring permits (alcohol permits, insurance licenses, etc), coordinating transportation and parking, developing a theme or motif for the event, arranging for speakers and alternate speakers, coordinating location support (such as electricity and other utilities), and arranging decor, event support and security, catering, emergency plans, aid stations, and cleanup

		Festivals and Events Unit and or Sport Dev Unit	Service Owner - Cultural, Recreation or Sport Services	Tourism Burlington	Legal/Insurance	Parks & Open Space	Traffic Operations Management Service	Parks and Recreation Facility Operations	Parking Services	Halton Regional Police Services	Roads Parks and Maintenance	Parks and Recreation Admin Team	Parks and Recreation Customer Service	Transit	Digital Copy Centre	Communications Service	Special Events Team	Council	Event Organizers	Gener
3	**Legislation Requirements**																			
4	Set limits for insurance	I	I		RA		I						I						I	
5	Obtaining insurance certificate	I											I						RA	
6	Ensure facility legislation is met - including parking	R						R					I				R		A	
7	Ensure road legislation is met - including parking	R					RC		R	RC			I				R		A	
8	Ensure park legislation is met - including parking	R									R		I				R		A	
9	Fire legislation is met																AC		R	
10	Obtaining space permits	R											C						RA	
11	Obtaining licenses	I											I						RA	
12	Food Services - obtain approval from Health Dept	I											i						RA	
13	Stage & Building permits	R									CI		I				R		RA	
14	**OPERATING BUDGET needs for Events (facility, road, parks)**																			
15	Development	C																	RA	
16	Submissions (grants & funding)	I	I	C														I*	RA	
17	Approval of operating budget	I*																R*	RA	
18	Reporting																		RA	
19	Monitoring																		RA	
20	**Strategy**																			
21	Senior Management/ Council Approvals for annual event plan	RA																I	I	
22	Build the event plan	CI		I													CI		RA	
23	Review annually the event management process	RA															i		i	
24	Implementing the Event Strategy	RA	I																	
25	Monitoring of achieving Performance Measures	RA	I														i		R	
26	Reporting to Senior Management and Council - event success/PMs	R	A														I		i	
27	Develop an emergency plan	I					I	I			I						C		RA	
28	Update and Review supporting documents (applications and manuals)	RA															C			
29	**Development**																			
30	Internal Communication (develop and manage)	RA																		
31	Develop the Logistics such as site plan / mapping	i															C		RA	
32	Submit application for event approval	C																	RA	
33	Public Communication - City Update Ad	A					C		C					C		R	I		i	I
34	Public Communication - Resident notification letter	R					C		I					I	R		I		RA	I
35	Utility needs (identify and manage)	I						RC			RC								RA	
36	Pull together an organizing committee																		RA	
37	Sponsorship (determine, secure and manage)																		RA	
38	Traffic Control Plan (develop & manage)	I					C			CI							C		RA	
39	Develop Marshaling Plan	I					C			CI							C		RA	
40	Detour Signage (City developed)	I					RA		I					CI		I	I		I	
41	Detour Signage (externally developed)	I					CI												RA	
42	Advanced notification Signage (develop and manage, major events)	RI					RA				R						I		I	
43	Media management - contacting	I														I			RA	
44	One point of contact with event organizer	RA															I		I	
45	Event Promotion (develop and manage)																		RA	
46	Ensure and set up waste management measures	I									C								RA	
47	Ensure stakeholder communications (develop and maintain end to end)	R															CI		RA	
48	Ensure aid stations (first aid, water, information) are set up	I															CI		RA	
49	**Review**																			
50	Set up SET meeting	RA																		
51	Conduct preliminary Application review	RA				C		C									C			
52	Set objectives and guidelines for SET team	RA															C			
53	Chair SET meeting	RA																		
54	Document outcomes of SET	RA										R								
55	Communicate SET outcomes	RA																	I	
56	Follow up on SET outcomes	RA																	RI	
57	Ensure Security and safety needs are developed and in place	I															C		RA	
58	Review Emergency Management Plan	RA															RC		I	
59	**Approval**																			
60	Request recommendation/approval from SET	RA															C		I	
61	Set guidelines for approval needs (event management process end to end)	RA															C		I	

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62	Schedule site Inspections	I																	RA	
63	Confirm Permit requirements are in place	R											I						A	
64	Confirm Logistics																		RA	
65	Request and manage speakers/presenters	I																	RA	
66	Traffic Management meets expectations - Road Closures, barricades	R					RC										I		AC	
67	Organizer meets Police plan requirements	I					C			R									A	
68	Executing																			
69	Pre-event briefing	RA					C			C							C		C	
70	Pre-event site inspections completed	I															C		RA	
71	Confirm Emergency Planning In place on event day																		RA	
72	Payment received	R											A						R	
73	Attending - Monitoring the event	R*					R*	R*			R*								RA	i
74	Site clean up																		RA	
75	set up event debriefing (set up, document and communicate)	RA															C		C	
76	Issues/Changes (address and follow up) - up to and during the event	CI						C			C						C		RA	