## Event Management - RACI Matrix
### (Roles and Responsibilities)

<table>
<thead>
<tr>
<th>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</th>
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</thead>
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### Legislation Requirements

1. Set limits for insurance
2. Obtaining insurance certificate
3. Ensure facility legislation is met - including parking
4. Ensure road legislation is met - including parking
5. Ensure park legislation is met - including parking
6. Fire legislation is met
7. Obtaining space permits
8. Obtaining licenses
9. Food Services - obtain approval from Health Dept

### Development

10. Submissions (grants & funding)
11. Approvals
12. Reporting
13. Monitoring

### Strategy

14. Senior Management/ Council Approvals for annual event plan
15. Build the event plan
16. Review annually the event management process
17. Managing the Event Strategy
18. Monitoring of achieving Performance Measures
19. Reporting to Senior Management and Council - event success/PMs
20. Develop an emergency plan
21. Update and Review supporting documents (applications and manuals)

### Design

22. Internal Communication (develop and manage)
23. Benefit the Logistics such as site plan / mapping
24. Submit application for event approval
25. Public Communication - event notification
26. Utility needs (identify and manage)
27. Budget management
28. Put together an important committee
29. Sponsorship (determine, secure and manage)
30. Regulatory Signage (develop and manage)
31. Information Signage (develop and manage)
32. Media management - contacting
33. Event of contact - client (event organizer) account manager
34. Event Promotion (develop and manage)
35. Ensure and set up waste management measures
36. Ensure stakeholder communications (develop and maintain end to end)
37. Ensure aid stations (first aid, water, information) are set up

### Logistics

38. Set up SET meeting
39. Conduct preliminary Application review
40. Set objectives and guidelines for SET team
41. Chair SET meeting
42. Document outcomes of SET
43. Communicate SET outcomes
44. Follow up on SET outcomes
45. Ensure security and safety needs are developed and in-place
46. Review Emergency Management Plan

### Approval

47. Request recommendations/approval from SET
48. Set guidelines for approval needs (event management process and to end)
49. Schedule site inspections
50. Confirm Permit requirements are in place
51. Confirm Logistical
52. Request and manage speakers/presenters
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### Traffic Management meets expectations - Road Closures, barricades
- Attend
- Monitor

### Event Organizer meets Police plan requirements
- Attend
- Monitor

### Pre-event briefing
- Attend

### Pre-event site inspections completed
- Attend

### Confirm Emergency Planning in place on event day
- Attend

### Restraining - Monitoring the event
- Attend

### Site clean up
- Attend

### Set up event debriefing (set up, document and communicate)
- Attend

### Issues/Changes identified and follow up - up to and during event
- Attend

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**Event Management Process - Project lead - Denise Beard-John Crass**

**Event Management RACI Matrix**

**Community Event Organizer Perspective Merged - May 13 2015.xlsx**