[event name]

[DATE]

[TIME]

[LOCATION]

KEY CONTACTS AND RESPONSIBILITIES

TEMPLATE

PREPARED ON: [DATE]

### Event staff

Below are some examples of roles and responsibilities that you may have on the day of the event. Include brief description of the responsibilities required in each role to ensure the staff understand their requirements. These staff roles will vary depending on the style of your event.

|  |  |
| --- | --- |
| **Name and contact** | **Responsibility and roster** |
| **<insert name>**  <contact number>  Radio channel 1 | **Director**  <insert shift time>   * Oversee coordination of event. * Meet and greet <VIP>. * Be available to resolve onsite issues. |
| **<insert name>**  <contact number>  Radio channel 1 | **Event Manager**  <insert shift time>   * Oversee coordination of event (including bump-in and bump-out with Event Coordinator) * Cross-check event setup and walk through with Event Coordinator * Cross-check registration set up. * Cross-check announcement cards, certificate and trophy set up with Stage Manager. * Manage set up of VIP and finalist seating in auditorium. * Oversee event rehearsals. * Manage VIPS arrivals and usher inside the venue and assist with seating as per seating plan. * Assist with packing down of the venue post-event as required. |
| **<insert name>**  <contact number>  Radio channel 1 | **Event Coordinator**  <insert shift time>   * Coordinate event (including bump-in and bump-out). * Set up VIP and finalist seating in auditorium with Event Manager. * Meet with venue staff and introduce AV Manager upon their arrival. * Oversee AV and sound production during rehearsals. * Manage event rehearsals. * Meet and brief florist and oversee set up of theming. * Meet and brief equipment hire and oversee set up of furniture. * Assist with finalist photographs pre-ceremony. * Manage food and beverage service times for guests. * Pack down venue post-event as required. |
| **<insert name>**  <contact number>  Radio channel 1 | **Support Officer**  <insert shift time>   * Support event (including bump-in and bump-out). * Assist registration area and name tag distribution. * Assist with set up of trophy, certificate and announcement card table side of stage. * Assist with set up of the VIP and finalist seating. * Assist with event rehearsals. * Assist with greeting suppliers and directing them to their set-up locations. * Pack down venue post-ceremony as required. |
| **<insert name>**  <contact number>  Radio channel 1 | **AV Manager**  <insert shift time>   * Attend event rehearsals. * Oversee AV production and manage all lighting and sound cues with AV team. * Coordinate start time cues with Stage Manager. |
| **<insert name>**  <contact number>  Radio channel 1 | **Stage Manager**  <insert shift time>   * Attend event rehearsals.   + Run through stage positioning and movement with MC.   + Run through sponsor representatives’ movements. * Meet and brief MC. * Check final stage layout (water jugs, signage). * Manage start time cues with AV Manager. * Bring MC to side of stage prior to event commencement. * Provide MC with updated list of acknowledgements. * Manage stage proceedings during official proceedings, remaining near stage during ceremony to cue MC as required. * Manage post ceremony photos at stage with Queensland Government representative and recipients as required. |
| **<insert name>**  <contact number>  Radio channel 1 | **Registration Manager**  <insert shift time>   * Assist with bump-in. * Set up and cross-check registration area. * Manage registration area, name tag distribution and guest queries. * Pack down registration desk once event has commenced and all guests have arrived. * Get certificates ready for distribution post ceremony. |
| **<insert name>**  <contact number>  Radio channel 1 | **Award Coordinator**  <insert shift time>   * Set up trophy, certificate, and announcement card table side of stage. * Cross check certificates, trophies, and announcement cards with another staff member (if available). * Hand sponsor representatives/Minister/MC announcement cards, certificates and trophies during award presentation. * Assist with certificate/trophy distribution post event. |
| **<insert name>**  <contact number>  Radio channel 1 | **Finalist Coordinator**  <insert shift time>   * Meet and brief finalists on pre-ceremony photos, ceremony proceedings, seating, and stage photos. * Assist registration area, name tag distribution and guest queries if required. * Usher finalists to specified seating. * Usher winners to stage for photos as required. |
| **<insert name>**  <contact number>  Radio channel 1 | **Theming Coordinator**  <insert shift time>   * Meet and brief the equipment hire/theming company upon arrival at loading dock. * Oversee set up of equipment/theming. * Assist with bump out of equipment/theming as required. |
| **<insert name>**  <contact number>  Radio channel 1 | **Entertainment Coordinator**  <insert shift time>   * Greet and brief cultural performer.   + Run through stage movements of the performer. * Greet and brief singers.   + Run through stage movements/location of performer. * Assist with any AV requirements. |
| **<insert name>**  <contact number>  Radio channel 1 | **Marketing Manager**  <insert shift time>   * Ensure the photography area is ready for finalist photos (set up media wall and banners). * Meet and brief videographer and photographer. * Meet, brief, and manage sponsor representatives. * Meet, greet, and manage all media. |
| **<insert name>**  <contact number>  Radio channel 1 | **Marketing Coordinator**  <insert shift time>   * Manage photography session with finalist teams and photographer. * Assist Marketing Manager as required with photography and videography requirements. * Assist with finalist photographs on stage as required. |

### Stakeholders

Below are some examples of stakeholders that you may have on the day of the event. Include their role, name, and contact number so they can easily be contacted if required.

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** | **Contact number** |
| **MC** |  |  |
| **Sponsor 1** |  |  |
| **Sponsor 2** |  |  |
| **Sponsor 3** |  |  |
| **Sponsor 4** |  |  |
| **Media contact 1** |  |  |
| **Media contact 2** |  |  |
| **Minister’s Advancer** |  |  |

### Suppliers

Below are some examples of suppliers that you may have on the day of the event. Include their name and contact number as well as their responsibility, what they are supplying and rostered onsite times so they can easily be contacted if required.

|  |  |
| --- | --- |
| **Name and contact details** | **Responsibility and roster** |
| **Venue name**  <insert name>  <insert contact number>  <insert email address> |  |
| **Catering company**  <insert name>  <insert contact number>  <insert email address> |  |
| **AV company**  <insert name>  <insert contact number>  <insert email address> |  |
| **Photographer**  <insert name>  <insert contact number>  <insert email address> |  |
| **Videographer**  <insert name>  <insert contact number>  <insert email address> |  |
| **Entertainment**  <insert name>  <insert contact number>  <insert email address> |  |
| **Florist**  <insert name>  <insert contact number>  <insert email address> |  |
| **Equipment hire**  <insert name>  <insert contact number>  <insert email address> |  |
| **Security**  <insert name>  <insert contact number>  <insert email address> |  |
| **Theming**  <insert name>  <insert contact number>  <insert email address> |  |