



EVENT MANAGEMENT POLICY

Purpose

1. The purpose of the policy is to ensure that:
 - (a) events at the National Jewish Memorial Centre are managed efficiently and effectively;
 - (b) the event organiser is individually accountable for the end-to-end management of the event from shopping and setting-up to cleaning and locking up;
 - (c) office staff are individually accountable for implementing this policy including avoiding event clashes, ensuring event organisers fill-out the checklist(s), advertising the event, and putting appropriate security arrangements in place; and
 - (d) the Board of the ACT Jewish Community Inc has full visibility and oversight of all event arrangements.

Scope

2. This policy applies to individuals (such as Kiddush, Mitzvah and VIP visit organisers) and groups, including internal groups (such as Cheder, Grumps and Playgroup) and external groups (such as AUJS and ECAJ).

Procedure

3. The event organiser is responsible for the following:
 - (a) purchasing goods for the event in accordance with the Kosher food policy;
 - (b) setting-up the event;
 - (c) organising volunteers or paid staff at the event and briefing them to ensure they are familiar with the use of community assets and facilities; and
 - (d) cleaning-up after the event including moving chairs/tables to their original positions, picking up toys and books, laundering the ACTJC's white table cloths.
4. The checklist(s) must be filled out in full before any booking can be confirmed.

5. Office staff will make a provisional booking for any event organiser who is unable to complete the checklist(s) until a day/time closer to the event. The booking will be confirmed only when the missing details are provided to office staff no later than two weeks before the event date.
6. A minimum of two weeks' notice for all bookings should be given to office staff to enable security arrangements to be confirmed.
7. Event organisers must consult office staff and the community calendar on the website to avoid event clashes before making their booking.
8. Office staff must advise the Board sponsor and the security coordinator of all event bookings at the time they are made.
9. The Board may require an event organiser who does not comply with the setting-up and cleaning-up requirements of this policy to post a bond of up to \$200 prior to any future event he or she organises to mitigate any residual costs to the ACTJC from hiring a cleaner and/or disposing of rubbish.

Authorisation

Merrilyn Sernack
 Secretary
 ACT Jewish Community Inc

3 May 2016

Policy number	3/2013 25/2016	Version	v01 v02
Drafted by	Merrilyn Sernack	Approved by Board on	v01 – 6 February 2013 v02 – 3 May 2016
Responsible person	Secretary	Scheduled review date	May 2019

CHECKLIST

Proposed date of event:	
Start and end times:	
Name of group:	
Name of Board sponsor:	
Name of event organiser:	
Street address:	
Email:	
Phone:	
Mobile:	
Area where event is to be staged:	
Is the PA system required?	
Is the projector/screen required?	
Assessment of security required – high, medium, low:	
Can you organise your own security?	
Name of person setting-up:	
Name of person cleaning-up including moving chairs/tables to their original positions:	
Advertising medium:	
Grapevine:	

Hamerkaz:	
Community email:	
Do you have public liability insurance for this event?	
Name of Insurance Company:	
Date of Policy:	
Cover held:	
Office use:	
Fee charged:	

ADDITIONAL CHECKLIST FOR VISITORS FROM INTERSTATE AND OVERSEAS

Name of person responsible for guest(s):	
Street address:	
Email:	
Phone:	
Mobile:	
Name of guest(s):	
Reason for visit:	
Date of arrival/departure:	
Pick up/return driver(s):	

Other driver(s);	
Details of accommodation booking:	
Arrangement for kosher food and person responsible:	

I, agree to abide by the requirements of this policy.

Signed: Dated:

Name of witness

Signed: Dated: