

PLAN

WHO? Who's it for and who's involved?

(audience, organisers, partners).

WHAT? What's happening and what's needed?

(activities, equipment, resources).

WHEN? Event date, time, and key deadlines.

WHY? Purpose and goals of the event.

WHERE? Location and logistics (access, safety, facilities).

HOW? How it will run? (roles, schedule, communication).

BUDGET? What it will cost and how is it funded?

RISK? What could go wrong and how you'll manage it?

at least 6 months before your event

BOOK

BOOK A DCC FACILITY ONLINE – email events@dcc.govt.nz to organise a 30-minute event booking to discuss all the requirements of your event.

TRAFFIC MANAGEMENT – if you're closing roads, traffic management plans are required and must be submitted *at least 3 months in advance*.

at least 3-6 months before your event

IDENTIFY

Identify your event requirements. Do you need:

Food vendors concession

Alcohol licensing

Amusement devices/
inflatables

Entertainment

Structures

Traffic management

Waste minimisation and
management

Accessibility and inclusivity

Public liability insurance

at least 3-6 months before your event

PERMIT

You may need permits/consents for:

Stages or other structures

Food vendors concessions

Amusement devices/inflatables

Resource consent – numbers,
signage and noise etc

Special alcohol licence

Amplified sounds or live music

Fireworks and/or projections

Drones

Busking

at least 3 months before your event

ADVERTISE

Ensure that signage complies with requirements for size and location – contact the DCC Planning team to discuss.

allow for 21 days before your event, and 3 days after

CONFIRM

- Email a detailed site specific plan, emergency management and health and safety plan including risk assessment to the DCC Events team.
- ENSURE ALL YOUR APPROVALS ARE CONFIRMED.**

allow for at least 20 working days before your event

HOW TO PLAN YOUR EVENT

Follow these steps to successfully plan your event.

For help with any of these steps contact: events@dcc.govt.nz