

# QSEC (Queensland State Equestrian Centre) Event Organisers Checklist



We would like your event at QSEC to be a complete success. To achieve this we would like to work with you to ensure we have a mutual understanding of how your event will run.

It is recognized that each event is unique but the following checklist covers most of the common requirements we have for information from you. The earlier we can obtain information from you the greater the probability of us being able to satisfy your requirements.

What	Details	When
<b>Booking Enquiry Form</b>	Hirer to complete Booking Form and submit to QSEC with all information and documentation requested	
<b>Provide Public Liability Insurance</b>	Copy of Certificate of Currency that covers the date of your event	
<b>Booking Deposit</b>	Once the quote has been received the deposit must be paid (amount as notified by QSEC). Your booking is not confirmed until the deposit has been paid	Within 14 days of receiving the fee proposal.
<b>Advertising &amp; Sponsorship</b>		
Advertising	Details of any event advertising	Prior to release date to enable consent from QSEC.
Sponsorship	Details of any potential sponsorship arrangements to ensure that there are no conflicts with QSEC sponsors	
Signage	Details of any signage to be used at QSEC	2 weeks prior to the event
<b>Event Plan</b>		
Event Schedule	General schedule of classes over the duration of the event	6 weeks prior to event
Ticketing Information	Will any part of your event be ticketed? If so, we will need you to complete the ticketing document	2 weeks prior to when you would like tickets on sale
Details of Trade Stands	Number of trade stands, layout, power requirements	4 weeks prior to event
Catering Requirements	Tentative requirements for food vendors; judges, VIP, volunteers catering; bars	4 weeks prior to event
Event Support Required	Do you require a sound tech or any	4 weeks prior to event

	other event support personnel?	
Parking	Day Parking will no longer be available at the Main Arena. All competitor parking, including day and overnight will be at the Stables or Outdoor Arena Complex, both accessed via Old Gympie Road.	2 weeks prior to the event
Program / Timetable	Detailed schedule of classes over the duration of the event	2 weeks prior to event
Arena Surface Preparation	Details regarding watering and dragging prior to and during your event.	2 weeks prior to event.
Stable & Camping Requirements	The number of stables and camp sites required to ensure we have sufficient stable bedding	2 weeks prior to event
Water & Power Requirements	Do you have any special requirements for power or water?	2 weeks prior to event
Bins & Litter Pick-Up	Are you are aware that you event organisers are responsible for any rubbish that is left around the grounds including the camping, stables and Main Arena. We will provide fresh bins and it will be the hirer's responsibility to swap these with any full bins. The full bins will need to be left along the internal roadway for rubbish collection at the end of your event (please check if you are unsure on this location). The cleaning bond will be retained if rubbish is left around the venue.	2 weeks prior to event
Competitor List For Each Day		1 week prior to event
Running Sheet, Including Set Up & Pull Down Times		1 week prior to event
Detailed Catering Requirements	Numbers and Menus confirmed	1 week prior to the event
Detailed Stable & Camping Plan		1 week prior to the event
<b>Personnel</b>		
Hirer to appoint and provide the following personnel names and contact numbers during the event:		
On The Day Contact	Who will be running the event on the day?	1 week prior
A Stable Warden	Who will need to be in attendance at the stables between 6am and 6pm	1 week prior

	(or longer if required). Stable Plan available on the QSEC website or by request.	
A registered Senior First Aid Officer or First Aid Provider	Hirer to ensure that adequate medical and first aid measures are provided for competitors, spectators and officials associated with the event.  Do you have a first aid kit?	1 week prior
Minimum of 5 volunteers to act as Fire Wardens		1 week prior
<b><i>Horse Health Declaration</i></b>	Hirer to ensure that a Horse Health Declaration form is completed for all horses entering the QSEC facility.	At conclusion of event