

Brunswick UC – Event Hosting Checklist

The checklist assumes that the event is church related, i.e. an event that is on the Church Calendar and has been approved by the Church Council, and so does not require public liability insurance or payment for hiring.

Booking

Have you confirmed the date with the Church Council

- It is vital that this happens in order to avoid any conflict with other church events.
- Please email the Council Secretary at BUCSecretary@yahoo.com

Have you booked the space?

- Contact the Booking Officer, 0428 533 102

Costs

Are there any charges or fees involved? How will these be covered?

- Entry by donation
- Council to underwrite

Confirm these details directly with Council

Publicity

What sort of publicity do you require?

- Congregation – Notices during worship, Olive Press, Olive Branch, fliers, postcards, posters
- Presbytery networks – poster for newsletters
- Ecumenical network – poster for newsletters
- Wider community – Real Estate board, postcards, fliers

Contact Saide Cameron, 0407 096 743

Catering

Will there be refreshments? How will you organise this? Will there be a charge?

- seek support directly from the congregation, ie bring a plate to share
- ask identified help individuals to make the arrangements

For example contact Saide Cameron, 9383 4747/0407 096 743 or Glenice Cook 9370 5542/0414 319 649.

There may be others that you would like to work with in this way.

OH&S and Child Safety

Will children be involved in this event?

- BUC is committed to ensuring the safety of children at events and activities organised by the Church.
- We have processes and procedures for our regular children and youth programs.
- The same standards of respect and care for children apply in all activities.

Parental responsibility for their own children at church related events

- Parents are responsible for their own children at all events that are church related e.g. trivia nights, auction, bush dance, etc. This also includes at Sunday worship services, except when children leave the service to attend SMP in the care of appointed leaders.
- Parents need to be aware of where their child/ren are, who they are with and what activity they might be involved in (if they are not in the main activity space).
- Parents and organisers should be aware that events held on Friday, Saturday and Sunday evenings are happening in the busy, public and cosmopolitan environment of Sydney Road Brunswick. This situation may be quite different from a Sunday morning.

Issues the organiser/s should be aware of and possibly let attenders know

- Safety at exits.
The Merri Street side gate and the Edward Street exit gate should be kept closed.
Organiser needs to be aware that some exit doors will lead directly to Sydney Road e.g. automatic door from Olive Way.
- Toilets.
Parents should ensure their own children are adequately supervised when using the toilet.
- Intergenerational activities
Parents are responsible for managing their own child's participation in impromptu activity (fun) that involves children and YP bigger and stronger than themselves.
- Kitchen and catering
It is recommended that children stay out of the kitchen
Care should be taken with hot drinks and sharp utensils in the activity space.
Serving of hot drinks is best done from the servery.
Any liquid spills should be isolated and mopped up immediately.
- First Aid
The organiser of the event needs to be aware of the location of the First Aid kit.
Parents will be responsible for decisions about their child's illness or injury occurring during the event.
First Aid officer – if present, will offer assistance. *(this is a difficult one – we can't guarantee there will be one present)*