

Site activist's guide to:

Event Management

LIFE IN VACANT SPACES



Useful links

Christchurch City Council
[Event Permit form](#)
[Running an event](#)
www.ccc.govt.nz

Be There: Guide to Running Events
www.bethere.co.nz

Mukana Jagg Guide: Promotion
www.mukana.co.nz

Event Finder: Promotion
www.eventfinder.co.nz

**Site activation!
Be safe, secure
and sorted.**
www.livs.org.nz
info@livs.co.nz

Make your event safe and hassle free for you, the people attending, and for those who are living or working in the surrounding area.

What's this all about?

If you're planning an event, you'll need to be aware of your obligations regarding crowd control and noise levels. You'll also need to be a respectful custodian of the site – remember this is someone else's property.

LiVS' top tips

- Don't leave event planning to the last minute!
- Make a check list using points from the Christchurch City Council's Event Permit Form.

High five! The key things to consider

1. **Numbers:** How many people are you expecting to attend the event? Is your venue or route capable of accommodating them? If needed, what steps will you take to control numbers?
2. **The environment:** Consider the effects on the environment, and create a plan to collect and remove all waste from your event location.
3. **Noise levels:** If your event will include a band, DJ, megaphones, or anything that could be loud, talk to an events professional at the council to ensure you can adhere to the City Plan noise rules. You'll also need to have friendly chats with any neighbours who may be affected, beforehand
4. **Promotion:** How will your event be promoted? Take advantage of the promotional resources available online (see below) and consider how you could gain print media and radio coverage.
5. **Regulations:** To ensure that your event is safe and compliant, use the Events Checklist below and talk to a professional at the Council to ensure that you understand and have covered all of your regulatory requirements.