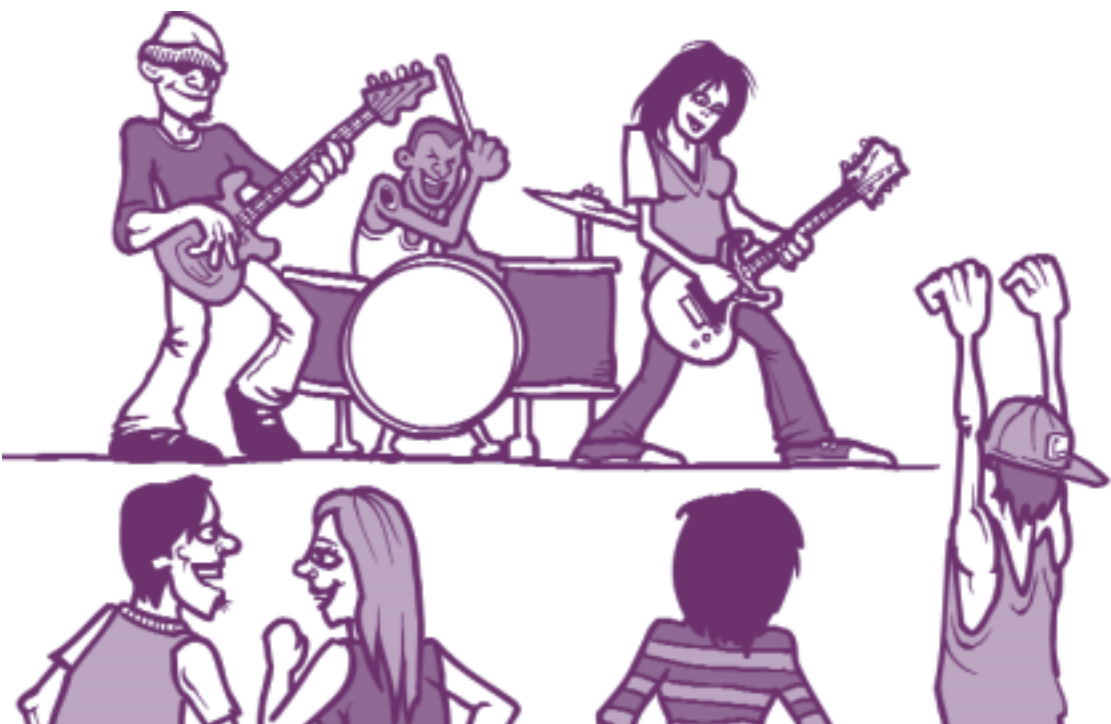


**A young persons
guide to the**

gig galaxy



How to organise successful youth entertainment events in NSW

Welcome to your gig galaxy guide

Lack of youth entertainment is a huge issue for young people in NSW. This booklet contains heaps of info on how to organise events in your area.

The guide is useful for young people who want to organise a range of youth events, including:

- band nights
- dance parties
- youth festivals.

This guide was written by Kristy Delaney for the Youth Action & Policy Association (YAPA) Western Sydney with contributions from Vanessa Ford, Kristy Wilson, Emma Yeo and Tracy Ellis. The guide has been co-produced by YAPA and INDENT.

YAPA (www.yapa.org.au) is the peak community group working in the interests of young people and youth services across NSW.

INDENT (www.indent.net.au) is a NSW Government initiative coordinated by MusicNSW to fund all ages events throughout NSW. You can contact them for additional material supporting this guide, such as sample budgets and performance agreements.

We hope this guide will help you to activate your local music scene, provide opportunities for young musicians to express themselves and provide youth entertainment events in a fun, safe and supportive environment.

Happy gigging!

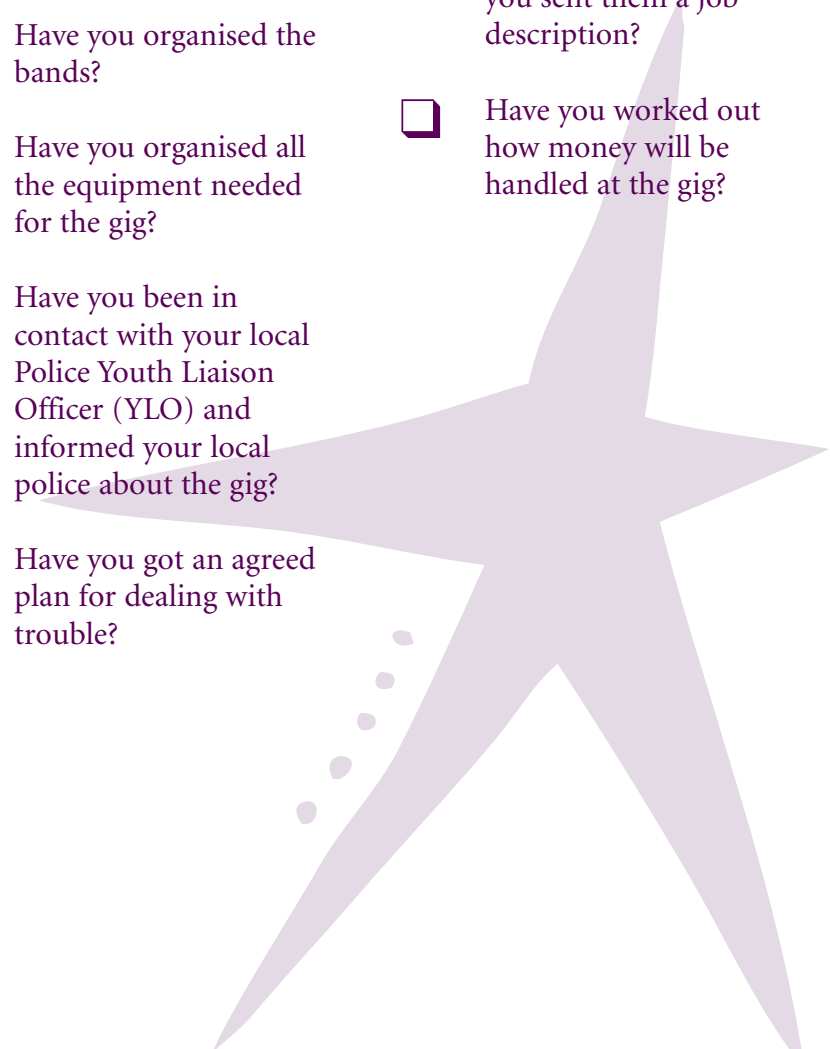
YAPA and INDENT

Gig guide checklist

Use this checklist to help plan your gig

- Have you made contact with your local youth centre, local council or other organisation in your community to see what type of support they can offer, e.g. supervision, insurance, administrative support and advice?
- Have you organised a team to help set up, run the door, operate the PA system, supervise, clean up and return the equipment?
- Have you worked out a budget for the gig?
- Have you organised funding and/or sponsorship for the gig?
- Have you decided on a venue that will hold your expected crowd and provide all the power outlets and toilets you will need?
- Will any changes need to be made to the venue for the gig, e.g. access, staging, lighting, sound system?
- Have you contacted your local council and obtained the relevant permits and found out about noise restrictions that apply in your area?
- Is your event covered by public liability insurance?

- Have you used all avenues of publicity and promotion available to you?
- Have you organised the bands?
- Have you organised all the equipment needed for the gig?
- Have you been in contact with your local Police Youth Liaison Officer (YLO) and informed your local police about the gig?
- Have you got an agreed plan for dealing with trouble?
- Have you organised security for your gig? If this includes hiring a security company, have you sent them a job description?
- Have you worked out how money will be handled at the gig?



Contacting your local council

The first thing you should do when you are planning an event is contact your local council, ask to speak to the Recreation Manager or Youth or Cultural Development Officer, and talk to them about your event.

Some events, particularly large events and outdoor events, require special permits from your Council. It can take quite a long time to get your request approved and, depending on your event, you may have to allow several months for this. Council have the power to refuse your application, shut your event down, or fine you if you don't have a permit. This applies even if your event is on private property. Each Council also has noise restrictions and you can incur a fine if you break them.

Your council may also be able to offer advice or support to make your event successful. They may also be able to lend you equipment such as stages and marquees if you run your event in

partnership with them or through a local youth or community service.

You local council can also put you in touch with other youth services and centres in your community.

Youth centres

If you are organising any type of youth entertainment event it is a good idea to get in touch with your local youth service.

Some of the things they may be able to help you with are:

- providing a hall/venue
- providing supervisors for the gig
- providing a range of equipment
- extending your audience through their contact with local young people
- an existing insurance policy that could cover your event
- access to photocopier, fax, computer, phone etc. for free or at a reduced cost
- contacts for local bands, DJs, MCs and other performers
- contacts for “youth friendly” security companies

- acting as a reference and gaining support for your event within the community
- improving the reputation of your event with local media, businesses, schools, council, parents, etc.
- knowledge about what works gained from previous experience staging youth events in your area.

Finding a venue

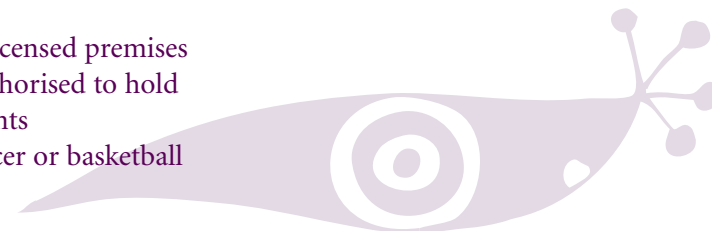
Some places you could target as a venue for your event:

- youth centres/community centres
- town halls
- Police and Community Youth Clubs (PCYCs)
- parks and reserves
- private halls for hire
- school halls
- ice skating or roller skating rinks
- clubs and licensed premises that are authorised to hold all ages events
- Indoor soccer or basketball courts.

Phone your local Council for a list of halls available in your area. You may need to book several months in advance for some venues. You may also need a large deposit to confirm a booking for some halls.

Check that your venue:

- is the right size for the crowd you are expecting
- has access to power/lights
- has access to toilets
- is close to public transport (if not you may need to budget for transport arrangements, such as a shuttle bus to and from the venue)
- will work with the security measures you have planned, e.g. has outside fenced areas, secure entry points, etc.





How to fund your gig

It can be expensive staging a youth event and there are many costs to consider before you work out whether you can afford your favourite artists and how much you can spend on advertising. However, there is funding available if you know where to look. Here are a couple of suggestions to get you going:

Grants

There are several organisations that young people in NSW can apply to for funding to put on entertainment events. INDENT is a NSW youth entertainment initiative funded by the NSW Ministry for the Arts. They provide funding to young people aged 14–24 to put on drug and alcohol free all ages events in

their local community and have several grant rounds each year. You can join the Indent mailing list to keep up to date with announcements about grant rounds, all ages entertainment issues and other opportunities.

Other possible sources of funding for your gig include your local council, particularly during Youth Week (early April each year) and the Australia Council for the Arts www.ozco.gov.au

Sponsorship

Think about which local businesses might like to be associated with your gig, for example your local music store or surf and skate shop. Once you have selected a few businesses make up a proposal to pitch to them outlining the benefits. You can offer to advertise their business on your tickets and flyers, put their banners/signs up at the event, and mention their support throughout the gig. Some may not be able to give you cash but might agree to supply you with food, giveaways or a prize that you can raffle off to raise funds.

You might also be able to pre-sell tickets to your events through your sponsors and their outlets. Pre-sales minimise the amount of cash you have to handle on the night and give you an idea how successful your promotion has been prior to the gig.

People power

How smoothly your event will run will depend on how well everyone does their job. It is important that every task is identified and has someone assigned to it who understands their responsibilities. Your work team might consist of paid professionals, artists, youth or community workers and volunteers, each as important as the other, and all responsible for the success of the event.

These are some of the tasks you will need people power for:

- picking up equipment and supplies
- taking money and tickets on the door — for security reasons this should be at least two people at all times
- selling food and drinks

- operating the PA system and lighting
- supervising and walking around and helping out as needed, both inside and outside
- returning equipment
- cleaning up after the event
- coordinating performers.

If you are asking volunteers to work at your event — including youth workers, police youth liaison officers, etc., confirm their attendance by writing a letter to them stating what time they will arrive and leave and their role at the event.

Program plenty of time for set up and clean up and look after staff by providing refreshments and breaks during their shift.

Insurance

You will need to have public liability insurance for your event. If you are not insured, members of your organising group can be sued individually for any accidents, damage or incidents that happen during the event.

The cost of taking out public liability insurance for one event can be quite high, however, if you find an incorporated organisation that will agree to auspice you (put your event under their name) for legal and insurance matters you can be covered under their existing policy and reduce your costs.

Places that have incorporation status include:

- local councils
- youth centres
- community services.

If you find a group who will auspice your event make sure they are incorporated and that they have up-to-date public liability insurance that covers the kind of event you are planning.

Most insurance companies will allow you to have major events under existing insurance if they are informed in advance of the event. Speak to your insurance company about all the aspects of your event to ensure you are fully covered. You may need to ensure that the bands or artists performing at your event have their own insurance as well.

It is a good idea to prepare a **risk management plan** that addresses all the possibilities for things going wrong and puts in place sensible precautions and plans to deal with them (more in the chapter 'Dealing with trouble'). This will help you demonstrate the safety and viability of your event to your insurers.

If the initial quotes you receive are too high, shop around and seek advice from organisations who have recently put on youth events as well as organisations working with young people, like local youth centres and INDENT.



Contacting bands, DJs and artists

How you can go about contacting artists to perform at your event:

- word of mouth — ask your friends, someone may know someone in a band
- phone your local youth service. Many youth services run battle of the band competitions and may have a contact list for local groups
- go to other gigs and speak to band members afterwards
- put a notice in music shops and community noticeboards
- contact other organisations or promoters that run all age gigs, such as INDENT

- use the internet. Sites like www.musicnsw.com, www.scrapbook.melb.net, www.mono.net and www.ozmusicproject.net bring together information on hundreds of Australian bands and DJs
- check out street press and local fanzines such as Western Sydney's Obzine <http://fly.to/obzine> or Newcastle's U-Turn
- you can pick up a copy of the Australasian Music Industry Directory. The publisher, Immedia, can be contacted on ph. (02) 9557 7766 or info@immedia.com.au

Things to consider when choosing which bands, DJs or artists to perform at your gig:

- will you book bands on a first come first serve basis or book the most popular bands or your friend's band first?
- will you have a variety of styles playing at the event?
- will the style affect your audience e.g. if they are aggressive, how will that affect your crowd?

- will you try to target certain types of bands to encourage them to perform? e.g. unsigned bands, younger bands, local bands, bands with female musicians, etc.?
- have you surveyed the young people in your area to find out what kind of act they would like to see?

Booking artists and performers

When contacting bands and other artists you will most likely be dealing with their manager or their booker and they will need to know:

- when and where the event will be held
- why you are having the event, how many people you hope to be there, and what age group it is for
- how and when they will be paid
- that the event is drug and alcohol free
- what other bands will be playing
- what time they are playing,

- how long they have to perform, how long they have to set up and pack up
- how many guests the band will be allowed to have
- if they can sell their CDs, t-shirts or other merchandise at the event
- details about the equipment that will be provided, such as PA system, microphones, stage, lighting, drum riser, etc.
- who will be their contact at the venue
- how they can help to promote your event e.g. handing out flyers at their other gigs, announcements on their website or emails to their fanbase.

Other tips for dealing with artists

- Artists will usually require that you pay them in cash at the end of their show as they have their own expenses to cover, but you should be sure to receive an invoice from them first.

- Even when you are working with young, up and coming bands and artists, you should always budget to pay them something or at least show your appreciation in kind, e.g. if you are staging a band comp then the prizes on offer can be considered payment. In addition to payment most artists will request a guest list to be put on the door. One or two guests per band member is standard but this is up to the event organisers.
- Be sure to ask the bands to respect that your all ages event is strictly drug and alcohol free. Supply a non-alcoholic 'rider' for them. (A rider is a list of things requested by a band or artist to be available at the venue for use before during and after their performance and might include things like drinks, food and fresh towels.) You can also have written into your performance agreement that they will not be paid if any band member is found to be under the influence of alcohol or any illegal drug.
- Have a staff member/volunteer assigned to liaise with the artists. This person should be on hand when the artists arrive and also be able to oversee any other requirements for them such as rider requests and organising payment, as well as keeping the bands running on time.
- If the artist is selling their merchandise they should supply their own staff unless otherwise arranged with the event organisers.
- It is important that your show sticks to its advertised schedule and the bands play when they are supposed to. As a guide you will need 20 minutes to change over between bands, 30–45 minutes for your opening acts and 1 hour for your headline, although this should be agreed with the artist. Post the playing times for all bands clearly in the backstage/band room area and ensure bands adhere to these times to keep your event running to schedule.



Equipment

This is a list to help you think about some of the gear that you might need to organise for your event:

- PA system and foldback
- turntables/DJ system if having DJs
- lights
- microphones and microphone stands
- extension leads/power boards
- chairs/sofas/beanbags
- tables
- access to a phone
- **free water**
- a fridge to cool your drinks or a big container (such as a recycling tub) and ice
- no smoking signs, if indoors
- a cash tin and somewhere safe to store money
- somewhere to store people's bags or coats.

If hiring equipment you will often need to put a large (refundable) deposit on hire equipment, which you will get back provided the equipment is not damaged. Some hire companies may also charge extra to insure their equipment while it is in your care. It is always a good idea to take out this insurance in case of theft or damage.

Remember to clearly label your own equipment too to prevent loss or theft.

Also, think about the size of your audience and provide adequate:

- toilets
- toilet paper
- bins, both inside and outside the venue.

Power, Lights and PAs

Power can be dangerous at gigs. Different equipment has different power requirements so it is always best to hire a professional PA operator to ensure safety and make sure you get it right.

Old equipment that hasn't been well maintained could be an

electric shock hazard. Look out for frayed leads, avoid using dodgy gear and if you are a musician, it is worth having your amp checked by a reputable technician if it displays any kind of fault. A local music store should be able to recommend someone.

Make sure the amount of power (watts) you are drawing does not exceed the amount allowable for a power outlet or you may blow a fuse or damage equipment.

Ask the advice of a technician or electrician to find out what the power rating of an outlet is.

Lights

A good lighting package might include:

- 8 Par 56 cans with coloured cells set up on rack,
- 1 strobe light,
- 1 smoke machine,
- 1 lighting desk (4 channel minimum) with a chaser (runs the lights automatically), and
- 2 stands for Par 56 cans already on racks.

Pubic Address (PA) Systems

- When you are hiring your PA get a deal that includes a professional PA operator. The advantage of hiring a system that comes with an operator is that they know the equipment inside out and how to get the best possible sound from it.
- Many hire companies will also put together packages that include a lighting system for your event.
- Avoid asking friends to do sound. It can be a big mistake if they are inexperienced
- Book equipment at least 4–8 weeks in advance.
- A vocal PA system is all you need for most local halls. Micing up drums and guitar amps isn't always a good idea. For smaller shows you will only need mics on vocals and maybe the bass drum. A professional, experienced, live sound engineer/PA Operator will be able to advise you and get the best sound out of the room for you.

- Be sure your PA includes decent foldback speakers so your artists can hear themselves and perform their best.
- Treat all hired equipment as if it is your own. Look after leads and microphones, roll them up and pack them away neatly. Hire companies will appreciate your care and may even give you a cheaper deal the next time you hire from them.
- Your PA operator /sound mixer should be on hand to attend to the different requirements for every act, helping them perform their best by giving them the foldback and onstage sound that they need as well as monitoring the 'front of house' sound. As the event organiser you can ask them to decrease or increase the overall volume if you feel it is not right.
- Consider the impact of the noise on the area around the venue — homes, shops, businesses etc. A polite doorknock or leaflet drop the week before could work to alert locals to the fact that you are having a loud event that might affect them for a few hours and asking politely for their cooperation.
- It's also worth considering the fact that hearing loss later in life due to exposure to loud music is a very real problem that will affect many of today's young people. Your event shouldn't have to rely on sheer volume to create energy and atmosphere. Have earplugs available for your staff, volunteers and audience members who want them.



Publicity and Promotion

Have you heard the story of the guys who put on a major dance party and only two people showed up? Or how about the band night expected to draw a thousand people with only 15 people there?

No matter how well you organise your event, no matter how exciting your line up, no matter how mad your lights and PA, if people don't know about your event they won't come.

However, there are different ways to let people know about your event, and you don't always have to spend a lot of money to get the best results.

You need to have a strategy for marketing your event that incorporates publicity and promotion. Promotion generally refers to the stuff you pay for and publicity is everything else. Depending on your budget, your promotional campaign might include ads in the street press, the printing of flyers, posters, carts on your local community radio station, banner ads on websites etc., while your publicity strategy would look at ways of getting the word out through a range of media outlets without paying — such as getting an announcement on Triple J during Request Fest, getting a story on your event published in your local paper, posts to your e.mail list, free listings in gig guides, and word of mouth.

Here are some ideas to get you started:

- posters or flyers in shop windows
- small flyers you can hand out
- local community noticeboards
- street press such as *3D World*, *Revolver*, *Drum Media*, *U-Turn* and *Obzine*

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- community announcements on local radio
- flyers in retail outlets such as music and takeaway shops
- announcements at local schools — newsletter, roll call, assembly, enlisting students to put up posters and hand out flyers at lunchtime, etc.
- health/community and youth centres
- TAFEs, Universities and high schools
- Centrelink
- local newspapers
- community newsletters
- ask bands to announce your gig at their other gigs and on their websites
- free listings in local newspaper, street press and online gig guides.

Before handing out flyers and putting up posters you should be aware of the laws relating to these activities. It is illegal to put flyers under car windscreen wipers or where they might fall on the ground and cause pollution. You can receive a \$200 on the spot penalty notice for this.

Also, if you put up telegraph pole or street posters your local council can have them removed or issue you with a fine. Some local councils are more strict than others about this. If police witness you putting up posters, at the least you may be asked to remove them or you can be charged and issued with a \$400 fine.

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Media releases

To get publicity you need to start with a great media release.

Local papers and community radio can be very effective ways to let people know about your event, and also to raise awareness with the broader community about youth issues such as a lack of youth entertainment for young people in your area.

In any local newspaper there are usually a couple of avenues where you could seek coverage. You can target the 'whats on' or entertainment sections, or the general news section if you have some specific news, a great photo opportunity or a good story for them. Phone your local paper and

ask them when their deadline is. Ask for the most appropriate person to send your press release to (e.g. the entertainment writer) and get it in well ahead of deadline.

You can also follow up with a phone call to that person to ask them if they received it and, without hassling, take the opportunity to discuss your event and ask for their support in helping to promote it.

Journalists will generally be looking for an 'angle' around which they can write a story, so try to include any interesting or unique aspects to your event in your press release.

- Keep your media release short (1 page is best).
- Write MEDIA RELEASE on the top and the date and then give it a headline that sums up the event — like a headline in a newspaper. Attempt to be attention grabbing without being cryptic.
- Include the five W's in the first paragraph — WHO, WHAT WHY, WHEN and WHERE.

In the following paragraphs you can expand and include things like:

- a quote from someone — a young person involved, about why this event is important, and state the young person's name, age and where they are from
- quotes from the organisers about what will happen at the event. State their name and what organisation they are from. If you don't have a name for your group make one up! ie. the Parramatta Youth Entertainment Network or the Albury Youth Action Team
- information about the security measures in place
- where people can get tickets from
- photos if you have them (e.g. one of the bands who will be playing)
- how the general public can find out more details — phone number, website address etc.
- contact phone number for media inquiries (a mobile is best so that you can be contacted around the clock leading up to your event)
- that the event is being produced by young people for young people and is drug and alcohol free.

Food and drinks

Selling food and drinks has three benefits:

- it keeps people at your event from leaving to go elsewhere for a feed
- it can bring in extra money to help pay for your costs and plan future events
- it will make the event more enjoyable for those at the gig.

Non-perishable food items such as cans of drink, chips, chocolate, and chupa chups etc. are recommended. With these foods there is no preparation time and your stocks will last until the next gig if you don't sell them all. Some people recommend selling these at prices that don't require a lot of change, i.e. 50c, \$1, \$1.50.

Hot food is best catered by outside organisations. This will give you one less hassle to deal with at the event.

Some organisations you could ask to supply food at your event are:

- local Lions or Rotary Clubs
- local ice cream shop/van
- local take away shops or market stalls.

You can charge your caterers a set fee to have a stall at your event. They keep their own profits and take their own risks if they don't sell as much as expected. Make sure you find out exactly what your caterers will need (i.e. access to running water, electricity etc.).

You will need to check the rules and regulations with your local council about serving food at your event. Generally food vendors have to purchase a license from the council and you will have requirements to meet to ensure that the provision of food complies with health regulations and council rules.

Under NO circumstances should you restrict access to tap water, it is important that you provide free water and everyone attending knows how to access it.

Police

Police can be a great resource for youth events.

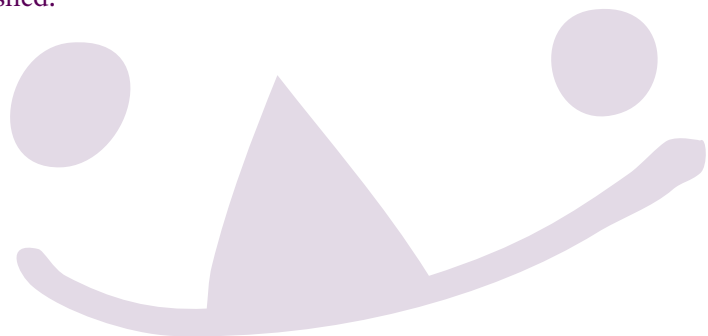
Contact your local Police and Community Youth Club (PCYC) or your local police station and ask to speak to the Youth Liaison Officer or Community Safety Officer. These officers usually have good skills and experience working with young people and are able to spend more time working pro-actively in the community.

Some of the things your local police may be able to do are:

- attend the event and provide security
- drive by or drop-in during the event
- check premises after the event to make sure drinking, etc. isn't taking place after the event has finished.

If you let police know that your event is coming up, what's happening and when it will finish this can help you deal with complaints. If someone phones them with a complaint they can say the organisers have told them about the event, explain the security measures in place and let them know what time the event/noise will end. If you don't tell the police your event is on and they receive a complaint they will have to take action on that complaint. This could lead to unnecessary confrontation, or they could tell you to close down the event.

If you would like your Youth Liaison Officer to be involved give them plenty of notice, so they can arrange to be rostered on for your event.



Duty of care

Event organisers have a legal obligation to take reasonable care to ensure the safety of those attending the event, this is called a duty of care. Your duty of care involves an even greater responsibility when those attending the event are young people.

To ensure you take reasonable care it is important to sit down with your organising group and talk about how you will deal with difficult situations when they arise. Meet with an agenda to discuss these things:

- What could possibly go wrong?
- How would we deal with these things?
- Who will be responsible in the event of trouble?
- What measures can we take to prevent trouble from arising?

It is important that everyone on the organising group is in agreement about what the rules are and how you will deal with difficult situations. One situation that can sometimes be difficult to handle is if someone shows up to

your gig under the influence of alcohol. Here is how one youth service handles it:

- be polite but firm
- it's important that the person realises that you object to their **behaviour** and not to them as a **person**. For example say "Sorry we can't let you in because this is a 'no alcohol' event, but you are welcome to come back next time if you haven't been drinking."
- don't turn the situation into a confrontation, it is not the time for an argument or a lecture
- ask them how they are planning on getting home safely. You could call them a taxi, let them use the phone to call their parents, a brother or sister, or a friend, or you can phone for them, or ask one of the youth workers in attendance to drive them home
- if someone is violent or refuses to leave, let them know you will have to call the police if they stay and again ask them to leave
- if they refuse to leave, call the police.



Security measures

Some of the steps you can take to help make your event a fun, safe and secure environment for everyone who attends are:

- have an adequate number of adult supervisors at your event
- check local council and fire regulations for the capacity of the venue and do not allow more than this number of people in at any time
- clearly state it is a drug and alcohol free event
- do not block fire exits and check these regularly throughout the night
- provide free water

- don't allow too much time for changeover between bands as people can stray from your event
- talk to other people who run youth events about what works for them.

Among organisers of youth events there is a wide range of views about which measures are effective. Here is a list of suggestions that you may or may not choose to adopt for your event. You can discuss the pros and cons of each one with your organising team. Some of the suggestions may or may not be appropriate to your situation so adapt them to suit your event and your audience.

- have the rules of the event written on tickets and on all promotional material
- hire a bus and provide free transport home after the event
- have bright lights such as portable spotlights outside the venue
- hold your event during the day
- have a phone available for people to call home or arrange transport home

- hire security guards
- have bag checks (you need to discuss with your organising team what you will do if you find any alcohol, illicit drugs or weapons)
- invite youth workers with drug and alcohol training to hand out flyers, display posters, talk to people about the issues, etc.
- provide 'mocktails' (non alcoholic cocktails)
- only provide drinks in cans, bottles or poppers to help combat drink-spiking
- don't give out pass outs (this means that if people leave the event they can't get back in and prevents people going outside to drink, etc.)
- stamp people's hand once they have paid. Make sure the stamp has words on it so that people can't put their stamp on someone else's hands while the ink is still wet. You can also restate your message on the stamp, for example 'No alcohol inside or outside venue'
- have free entry or very low cost entry (if parents give their kids less money for the night they

- may be less likely to spend their money on drugs and alcohol and hang outside)
- have nominated, trained young people who can deal with difficult situations that are clearly visible. You can identify them by their clothing, e.g. t-shirts that say "In trouble? Ask me?". Some young people may not approach an adult or supervisor if they are in trouble but a young person can seem more approachable
- pre-sell your tickets
- request the attendance of St John Ambulance if it is a large event. As a guide if you are having an event with 500 people you should have 2 first aid staff, with 1000 people, 4, and so on. At large events, directions to first aid should be clearly visible
- have a breathalizer on the door. You might be able to borrow or hire one from the local police or Council
- restrict the age of people allowed entry, i.e. under-18s only
- provide 'chill-out' areas

- hold your event where outside areas are limited or clearly visible to the public
- don't admit anyone who is affected by alcohol or drugs
- ask youth workers to mingle with the crowd and talk to everyone.
- send them a written job description and ask them to agree to it
- book your security to stay for at least half an hour after the event has finished, to oversee that young people leave safely, are safe while waiting for lifts home etc.
- nominate one person for the security officers to report to and liaise with throughout your event
- make sure the security officers you hire are licensed and have adequate insurance
- ask the security company to provide a short written report to the organising committee after the event
- ask for a written quote and discuss when and how payment will be made.

Security officers

If you decide to hire a security company here are some tips for making it worthwhile:

- don't just hire the cheapest company — ask security companies if they have handled youth events before. If so, ask for references from other youth events they have worked on and phone for a report on their performance
- talk to the security company about your expectations and how they would handle different situations, such as a young person turning up to the event under the influence of alcohol or other drugs

Security job description

A job description is an outline of what you expect from people when you employ them. Job descriptions help you to communicate your expectations clearly. They also ensure a certain level of accountability.

Following is an outline of a job description you could use to send the security company you will be working with. You can type it up including the name of your event, the venue, the organising committee and the name of the person they should report to, as well as information about any special requirements or features of your event.

Principle function

To ensure the safety and security of young people attending the event, and to ensure the security of the premises.

Relationships

- report to the youth worker in charge
- provide written report to the organising committee after event
- relate to young people in a supportive manner, liaise with police when necessary.

Duties

- patrol inside and outside the premises, tell young people who are drinking to stop and leave
- ask young people who do not have tickets to leave premises
- inform young people of security measures, ie police and transport strategies
- report any serious incidents immediately to the youth worker in charge.

Skills

- current First Aid Certificate
- excellent communication skills
- ability to relate well to young people and have a real interest in their welfare and safety.

Money

Tips for dealing with money before, during and after your event.

- set a clear budget before you start
- discuss exactly how you will handle your funds and who will make decisions regarding money. If you need to establish a bank account make sure it has at least two signatories. You will need to register your organisation's name with the Department of Fair Trading before you can open a bank account in that name
- have an agreement about what to do with any surplus or loss from the event. You may want to bank it for the next event or nominate a charity in your community to donate to
- if you are hiring equipment you will probably need to put a deposit down for each piece of equipment
- clarify how and when you will pay your performers and whether the payment will be by cheque or in cash

- keep a small amount of money, called a float, on the door and store notes safely away
- have at least two people count and check the money after the event
- ensure you have enough change in your float to last you for the event
- after the event, store cash in a safe place and have an agreement about who will bank and record money.



After the event

You should:

- finalise your banking and payments
- write thank you letters to anyone who helped you organise or run the event
- collect any media coverage from your event and let everyone know what a great job you did. If you received good feedback from someone, particularly from police, council etc. ask them if you can quote them in a media release. Reporting to your community will build support for youth events in the future.

If you received funding for your event you should fill in any evaluations or other forms required by the funding organisation.

Evaluate your event

An evaluation will:

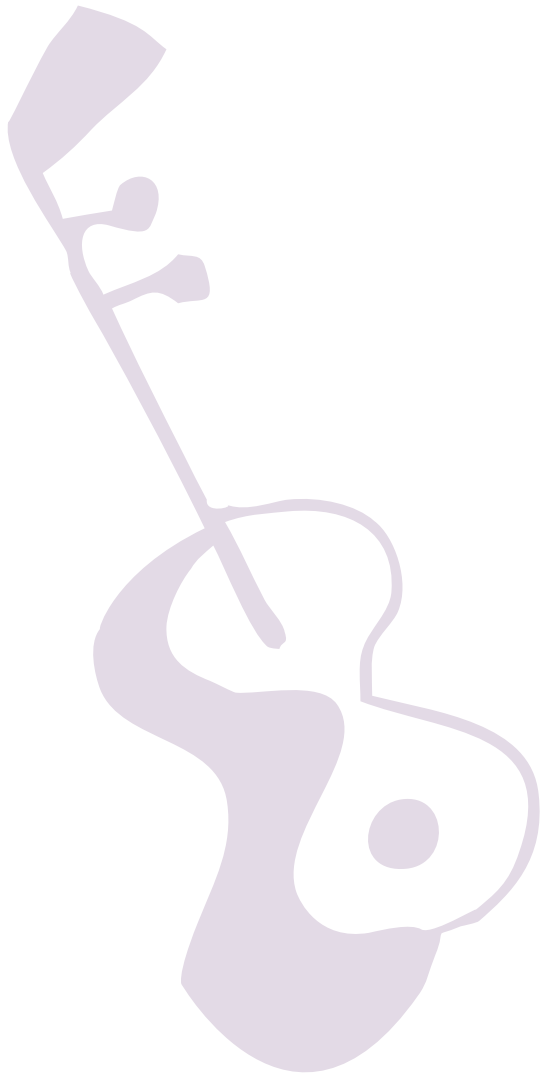
- give you a chance to reflect on your work
- generate ideas for improvement
- give you a chance to focus on your strengths and address your weaknesses.

As a group discuss:

- what worked well and why
- what didn't work and why
- what kind of feedback you received
- what would you do differently if you were to do the event again.

Keep any documentation, evaluation, media clippings and flyers for future reference.

Finally, take some time out to congratulate yourselves and celebrate your hard work!





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