

**Riverina Conservatorium of Music: Live at Lunch
Concert Series - Event Management Plan**

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1. Event Details

1.1 Event Place & Time

Wagga Wagga Art Gallery – 1:10pm – 2pm Thursday April 7 2022
St Johns Anglican Church - 1:10pm – 2pm Thursday April 28 2022
North Wagga Hall - 1:10pm – 2pm Thursday May 5 2022
St Johns Anglican Church - 1:10pm – 2pm Thursday May 12 2022
Wagga Baptist Church - 1:10pm – 2pm Thursday May 19 2022
Lake Albert Hall - 1:10pm – 2pm Thursday May 26 2022
Uranquinty Community Hall - 1:10pm – 2pm Thursday June 2 2022
Wesley Uniting Church - 1:10pm – 2pm Thursday June 9 2022
Wagga Wagga Art Gallery - 1:10pm – 2pm Thursday June 16 2022
St Johns Anglican Church - 1:10pm – 2pm Thursday June 23 2022
Riverina Playhouse - 1:10pm – 2pm Thursday June 30 2022

1.2 Bump In & Bump Out

Dates: 7/4/22, 28/4/22, 5/5/22, 12/5/22, 19/5/22, 26/5/22, 2/6/22, 9/6/22, 16/6/22, 23/6/22, 30/6/22

Time: 11:30am – 12:30pm

Activity: Setting up seats (if applicable) for audience and musicians, set up live stream equipment, audio and PA (if applicable), brief run through/warm up, No disruption to roads or public.

Date: 7/4/22, 28/4/22, 5/5/22, 12/5/22, 19/5/22, 26/5/22, 2/6/22, 9/6/22, 16/6/22, 23/6/22, 30/6/22

Time: 2:15pm – 3pm

Activity: Packing away seating (if applicable), pack away live stream equipment, audio and PA (if applicable), instruments. No disruption to roads or public.

1.3 Expected Attendance

Free community event. No set seating or ticketing. Expected audience approximately 110.

1.4 Cost

Series: \$27, 873.32

1.5 Event Objectives

Riverina Conservatorium of Music (RCM) will provide live musical experiences for the Wagga Wagga community in a COVID safe environment.

These concerts will be open and accessible to all members of our community, with many attending as their only means of experiencing live music.

Live at Lunch concert series will be engaging people in the arts, allowing people to come together, benefiting their mental and social health in a safe environment.

1.6 Target Market

Wagga Wagga and Riverina residents in a live audience setting with Live Streaming allowing a greater audience market.

1.7 Event Contacts

Kylie Dunstan – Publicity Officer & Concert Manager – 0428 165 681

Hamish Tait – RCM Director – 0419 638 180

Harold Gretton – RCM Deputy Director – 0435 892 385

2. Traffic Management

2.1 Road Closures

No road closures required.

2.2 Parking

Parking is for allocated parking areas only. Each venue has parking available for performers and audience attendance.

3. Food + Drink Vendors

3.1 Food Hygiene

Not applicable, no sale of food or drinks through vendor(s) will be organised.

3.2 Alcohol

Not applicable, no sale of alcohol will be permitted.

3.3 Insurance

Ansvar Insurance, \$20,000 000. See attach document

4. Electricity

Each venue has access to electricity, we will need access to only one outlet.

5. Waste Management

5.1 Garbage

Each venue will be left clean and waste placed in the bins provided by the venue or will be taken away by the RCM.

5.2 Toilets

Access to toilets are available at each venue.

6. Infrastructure & Temporary Structures

No infrastructure will be used.

7. Notification of Intention to Hold an Event

Not applicable.

8. Emergency Procedures

In case of any emergency 000 will be called. RCM are trained in CPR and we will have a first aid officer at each concert.

9. Community Liaison

RCM liaised with Wagga Wagga City Council – Event Officer Sally Manning

10. Noise

No amplification of music will be used. Performance will occur between the hours of 1pm and 2pm.

11. Security

NA

12. Sites

Wagga Wagga Art Gallery, Morrow Street Wagga Wagga
St Johns Anglican Church, 6-12 Church Street Wagga Wagga
North Wagga Hall, 76 Hampden Ave, North Wagga Wagga
Wagga Baptist Church, 156 Tarcutta St, Wagga Wagga
Lake Albert Hall, Lake Street Lake Albert Wagga Wagga
Uranquinty Community Hall, Baker Street Uranquinty
Wesley Uniting Church, 17/21 Johnston St, Wagga Wagga
Riverina Playhouse, 8 Cross St, Wagga Wagga

13. Contingency

COVID: As each concert is live streamed the event will still be able to go ahead if audience is unable to access venue.

Extreme Weather: Each concert is indoors and has access to heating/cooling