



COVID Safe Event Plan

2020

About Us



About Us

ENGAGING WITH YOUR COMMUNITY THROUGH MEANINGFUL EVENTS

Fetching Events & Communications is a boutique agency specialising in project management, event management, communications and volunteer management.

With over twenty years experience in the events and communications industry including major international events, the private sector, government and not-for-profit, Fetching Events and Communication's founder Georgie Stayches and her team are committed to making a difference in the community, whether that is education, sporting, peak bodies, associations or community services.

We are committed to working with community minded organisations that we believe in and are passionate about and that integrate with our brand values of **Excellence**, **Success**, **Compassion** and **Spirit**.

Combining our international event experience in media with our communications knowledge and skills, Fetching Events & Communications provides a fully integrated events, volunteer management and communications service.



Why Us?

ENGAGEMENT THAT CREATES ENDURING RELATIONSHIPS

Whether it is developing and implementing event strategies, consulting on a series of major events, producing an event from start to finish, reviewing membership engagement activity or developing stakeholder communication plans, we can tailor our services to meet your needs.

We do not employ a 'one size fits all' motto for our projects but rather strategically plan and deliver each event or campaign to ensure it aligns with each cause and achieves its objectives.

We are renowned for our attention to detail and personalised project management. Our boutique agency ensures your project is top priority and receives the necessary attention and commitment. Our continual client referrals and repeat business are a clear indicator of the high level of satisfaction of our clients.

We will put your mind at ease by taking care of your campaign as we deliver a professional and high quality experience for your members, clients and supporters.



We Have Fetched Success For

Sport & Recreation



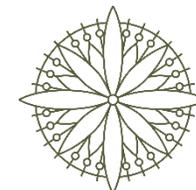
Not For Profit, Government & Community



Professional Services



Education



What They Say About Us



“Georgie, from Fetching Events & Communications, has managed the last two annual conferences for the HLB Mann Judd Australasian Association and I find her work, and her overall attitude and delivery, to be outstanding. She really knows what she's doing and nothing is too much trouble. I would highly recommend her to anyone wanting the highest quality event, managed superbly down to the very last detail.”

**Jacqui Walford, Marketing Director
HLB Mann Judd**



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How We Can Help

ACHIEVING EXCEPTIONAL OUTCOMES

Live events are on the horizon, however there is still some way to go, and plenty of planning to do for the new world.

We can help you navigate this new world. Help you review your event and adapt. Help you deliver an engaging event in this new climate. Help you ensure the safety and compliance, with COVID Safe guidelines, of your event while not losing the spirit.

Fetching Events & Communications understands that it is not a return to the old, rather a journey to the new as we re-imagine events in a COVID safe world

This re-imagining isn't limited to new restrictions and required practices – it is how will these impact the audience experience.

We will guide you through a comprehensive checklist to ensure the necessary plans are in place to protect the safety of your event and audience.

We work with you to:

- Assess your event and venue
- Educate you on current government COVID safe regulations
- Integrate current government COVID safe regulations into your event planning
- Pre-empt audience behaviour, the impact restrictions will have on this behaviour and plan accordingly
- Guide you through a thorough checklist
- Establish an ongoing task list for all COVID event planning considerations

We are passionate about **creating amazing experiences that influence and inspire** – in a COVID safe world



How We Can Help

This is based on COVID Safe Event Planning for one dedicated event.

Review current event (1 x meeting)

- Determine event purpose
- Assess event plans
- Assess venue arrangements
- Review format
- Understand audience behaviours

COVID Safe Planning (1 x meeting)

- Detail COVID regulations
- Apply to current event planning
- Determine venue requirements
- Identify insurance and compliance requirements
- Adapt event format as required
- Understand audience behaviours

Table Top Exercise (1 x meeting)

- Simulate event and COVID required practices to test event plan and format
- Consider various event scenarios and responses

COVID review (1 x meeting)

- Review event plans following Table Top Exercise to incorporate all COVID safe elements
- Make necessary recommendations for runsheet incorporating all elements
- Follow up with detailed checklist and guideline for continuing reference

How We Can Help

Detailed checklist and guidelines will be provided to support the process.

Checklist and Guidelines to include:

- Event format
 - Attendance
 - Audience behaviours
 - Pedestrian flow
 - Arrivals
 - Check in/registration
 - Pre event information

 - Venue
 - Food & Beverage
 - Cleaning
 - Wet areas
 - Access
 - Spacing
 - Pedestrian flow

 - Insurance

 - Management of audience data and records
- Health & Safety
 - Safe Work Australia checklists and guidelines
 - Audience policies
 - Health & safety requirements

 - Communications
 - Pre event communications
 - Onsite communications
 - Post event communications

 - Security arrangements

 - Waste
 - Waste management
 - Waste removal processes

Our Fees

This package can be delivered as one on one training, to a team or can be delivered in a workshop for your community members.

We can tailor the package based on the size, frequency, format and duration of your event.

Contact us today for a detailed discussion and proposal.

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