



# SECURITY EVENT PROFORMA SECURITY & TRAFFIC

## EVENT DETAILS

<b>Event Title</b>							
<b>Day(s)</b>		<b>Date(s)</b>		<b>Start</b>		<b>Finish</b>	
<b>Venue Location</b>				<b>Building Name</b>			
<b>Collaborating Organisations</b>							
<b>Speakers</b>							
<b>THEMIS Code</b>							

## VIP's / DIGNITARIES ATTENDING

Title	Name	Organisation	Contact Details

Accompanying Security (AFP, VicPol, External/Foreign Agency)			
Title	Name	Organisation	Contact Details

## SET UP AND LOGISTICS CHECKLIST

<b>Number of Guests:</b>	
<b>Number of Ushers (1 usher per 50 guests):</b> More may be required depending on venue/security issues.	
<b>Have you contacted Access Control with your requirements?</b> Access Control: Ph. 83448447 <a href="mailto:access-control@unimelb.edu.au">access-control@unimelb.edu.au</a>	Y / N
<b>Has the Building Supervisor been informed? Please supply details:</b>	
<b>Are attendees required to register?</b>	Y / N If Yes – phone/email or at venue
<b>Is there a fee associated with attendance, if so, what is it?</b>	Y / N                      Cost:
<b>Will there be ID checks? What form of ID has been requested?</b>	Y / N                      ID Type:
<b>Catering Company name &amp; contact details</b>	
<b>Cleaning Company name &amp; contact details</b>	
<b>Have you contacted Traffic &amp; Parking with your requirements?</b> Traffic & Parking: Ph. 83446112 <a href="mailto:traffic-parking@unimelb.edu.au">traffic-parking@unimelb.edu.au</a>	Y / N
<b>Attending Vehicle Details:</b>	Make & Model: Registration Number:
	Make & Model: Registration Number:

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<b>Security Risk:</b>  (Are there any security concerns regarding this event, including crowd safety, demonstrations against organisers, attendees or speakers?)	
<b>Is there likelihood of media attendance? If Yes, who is liaising with media?</b>	Y/N

**EVENT ORGANISER(S) DETAILS**

Chair/Designated Person must be a Senior Academic or Professional Staff member			
Title	Name	Organisation	Contact Details

**\*\* SECURITY USE ONLY \*\***

<b>Start / Finish – Total Hours:</b>	Start:	Finish:	Total Hrs:
<b>Number of Guards / Seniors:</b>	Guard:	Seniors:	
<b>Uniform:</b>	Normal:	Corporate:	Plain Clothes:
<b>Building Sweep Required? Special Access Requirements?</b>	Y / N	Y / N	
<b>Radio Channel / Call Signs:</b>	Y / N		
<b>Outline of Duties for Event: (or see full Operational Order)</b>			