

**Annexure C : DRAFT CITY OF CAPE TOWN - EVENT DEFINITIONAL CRITERIA OCTOBER 2008**

<b>NAME OF EVENT:</b>	<b>EVENT NO.:</b>	
<b>VENUE:</b>	<b>DATE/S:</b>	<b>TIMES:</b>

INDICATE SIZE, TYPOLOGY AND SPECIFIC TYPE	RATE CRITERIA - SEE RATING SCALE AND SPECIFIC ASPECTS OF EACH CRITERIA BELOW	COMPLETE REQUIREMENTS IF APPLICABLE MOVE TO ABOVE									
SIZE	TYPOLGY	CRITERIA	SUB-CRITERIA	AVERAGE RATING	WEIGHTING	TOTAL	Pre-event	NA	Yes	No	Date completed
< 2 000	World/International	Impacts	Economic				Sanctioning required				
2 000 - 10 000	National		Media Coverage				Feasibility study required				
> 10 000	Regional		Social				EIA required				
<b>SPECIFIC TYPE</b>	Major	Financial Sustainability					MOA required				
Sports	Signature	Organisational Aspects					<b>Post-event</b>				
Arts & Culture	Local	Events Calendar					Event report required				
Entertainment	Community	Risks	Venue / Site Design				Media report required				
Other (specify)			Other Threats				Audited financial statements req.				
<b>OVERALL RATING:</b>								<b>BASED ON RATING AND REQUIREMENTS, INDICATE TYPE AND LEVEL OF SUPPORT</b>			
								<b>Yes</b>	<b>No</b>	<b>ZAR</b>	
							Type:				
							Funding Source				

**FINAL DECISION COMMENTS:**

**DATE:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

Note: Overall assessments taken from each criteria below. Impact Rating: 0 = NA, 1 = Good, 2 = Satisfactory, 3 = Poor Risk Rating: 0 = NA, 1 = Low, 2 = Medium, 3 = High

CRITERIA											
IMPACTS		OTHER ORGANISATIONAL ASPECTS		VENUE / SITE DESIGN RISKS		RISKS		OTHER RISKS			
ECONOMIC	Rating		Rating		Rating		Rating		Rating		
Tourism spend		Experience/ track record of event organiser		Suitability for expected capacity		Size of event					
Tourism volume		Track record of event		Indoor		Profile of individuals, team, entertainment, personality					
Income generating opportunities (ticket sales, trading, etc.)		Appropriate organisational structure of event		Outdoor		Crowd profile / expected behaviour					
Leverage opportunities		PDI / BEE profile of event organiser		Enclosed		Public liability					
Employment creation opportunities		Event programme		Unfenced		Fire					
Anticipated ROI for City		Event master plan		Absence of seating		Time of day/ and or duration					
<b>Average Rating</b>		Site plan		General condition of facility		Terrorism or gangsterism					
<b>MEDIA</b>		Communication plan		Geographical location ie. Residential area		Power failure					
City image compatibility and positioning		Transport plan		Design (sufficient exits, access control)		Crowd surge/ crowd disorder					
Media coverage of event		Emergency plan		Special needs suitability		Adverse weather conditions					
Media coverage of destination		Property management plan		Marquee, tents used		Off-site threats (eg industry/ event)					
Media channels		Health plan		Compliance: Zoning, Fire, OHS Acts, building regs		Medical emergencies					
<b>Average Rating</b>		Informal trading plan		Transportation arrangements		Tickets (No/ huge demand, counterfeit)					
<b>SOCIAL</b>		Environmental protection plan		Emergency vehicle accessibility		Traffic/ transport disruptions					
Community involvement		Community participation plan		Suitable public emergency evacuation routes		Temporary structures failure					
Impact for disruptions on residents, business (positive)		Services plan		Availability of services (water, sanitation, electricity, tel.)		Loss of water supply or sanitation					
(negative)		Compliant staffing		Backup generators / UPS systems		Food hygiene					
Attendance accessibility (cost, distance, etc)		Evaluation and monitoring plan		Provision of VOC & systems		Alcohol sales and substance abuse					
Special needs accessibility		<b>Average Rating</b>		<b>Average Rating</b>		Pyrotechnics/ special effects					
Event appeal and attractiveness		<b>EVENTS CALENDER</b>				Provision for cancellation/ postponement					
Post-event benefits		Seasonability				Turnstile & PA systems failure					
<b>Average Rating</b>		Timing of event				Pollution (noise, litter, air, etc.)					
		Geographical / spatial spread				Level of event planning					
		Length / duration				Level emergency planning					
		Frequency (annual, once-off, etc.)				Availability of security and essential services personnel					
		<b>Average Rating</b>				No. of concurrent events within 5km radius					
		<b>FINANCIAL SUSTAINABILITY</b>				Risk profile of concurrent events					
		Grants, donations, etc.				Opportunity cost to event organiser					
		Income generating opportunities (ticket sales, trading, etc.)				Lost/ reduced economic benefit for City					
		Sponsorship				<b>Average Rating</b>					
		Cash flow									
		Budget									
		Financial controls / auditing									
		Financial history									
		<b>Average Rating</b>									

NOTE: THE EVENT MASTER PLAN REFERS TO ALL THE ASPECTS OF THE EVENT AS PER THE CoCt EVENTS OPERATIONAL REQUIREMENTS