



Checklist for National Surfing Reserves

Task	By When	Sorted?
Nomination Stage		
Nomination to National Reference Group (NRG)		
Acceptance of nomination by NRG		
Local Steering Committee (LSC) formed		
Concept Development		
Reserve boundaries identified by LSC & adopted by NRG		
Plaque site identified		
Sign site identified		
Plaque wording drafted		
Consultation with key stakeholders (Aboriginals, commercial fishing, Council, SLSC, board-riding clubs, schools, businesses, etc)		
Department of Lands consulted and draft maps of reserve prepared		
Public Meeting		
Public meeting venue organised		
Agenda agreed: seek agreement on reserve, boundaries, plaque and sign locations, plaque wording		
Public meeting held		
Motions agreed by community		
Call for photos		
Booklet		
Photos for booklet collected and scanned (min.300dpi)		
Booklet wording drafted		
Booklet layout completed		
Booklet ordered	At least 1 Month before ceremony	
Booklet printed and collected	At least 1 week before ceremony	
Plaque		
Plaque designed and ordered	At least 1 Month before ceremony	
Plaque cast and collected	At least 1 week	

	before ceremony	
Rock recessed	1 week before ceremony	
Rock set	1 week before ceremony	
Plaque set	Day of ceremony	
Sign		
Sign designed and ordered	1 month before ceremony	
Sign produced and collected	1 week before ceremony	
Sign installed	Day before ceremony	
Ceremony Planning		
Ceremony site identified (& wet weather alternative)		
Ceremony site plan prepared		
Risk assessment done		
Safety plan prepared		
Ceremony event consent obtained (if required) from Council		
Invitations sent		
Dignitaries confirmed (contact state agency)		
Media advised		
Advertising (radio, paper and posters) done		
Site cleaned and prepared		
Power available		
Marquees booked for delivery		
PA system booked		
Music and entertainment booked		
Food and refreshments organised (if providing)		
Tables and chairs booked for delivery		
Toilets organised and/or cleaned		
Running Sheet confirmed		
MC organised and speeches co-ordinated (dry run)		
Traffic and parking plan approved		
Site manager appointed		
Inductions planned		
Shuttle buses organised		
Sign on book organised		
Receipt books ready		
Aboriginal elders organised for welcome to country		
The Big Day		
Site manager appointed		
Co-ordinators appointed		
Risk assessment done		

Volunteers marshalled and inducted		
Tasks identified		
Traffic controls in place (by sunrise)		
Site closed to public		
Event parking in place		
Shuttle buses		
Chairs and tables set up		
Marquees erected and tied down		
Information signs erected		
Decorations in place		
Power connected and safe		
PA system in place and working		
Food and refreshments ready (if providing)		
Entertainment set up		
Public arrive		
Media arrive		
Invited guests arrive		
Sign on sheets in place		
Book sales in place		