

# Event Proposal

## Mercy Hospice Unite Walk Sunday 31 March 2018

<b>Name of activity:</b>	Mercy Hospice Unite Walk
<b>Organiser:</b>	Lucy Humphreys
<b>Phone:</b>	027 808 6498
<b>E-mail:</b>	Lucy.Humphreys@mercyhospice.org.nz

### EVENT SUMMARY

Unite aims to be a 3.2km family focussed, sponsored walk in the Auckland Domain that celebrates the diversity of Auckland's population and cements the key message, 'Mercy Walks with Everyone'.

Participants will be encouraged to declare their heritage on event shirts, provided to them upon registration, and there will be cultural entertainment throughout the walk at five different stations, along with refreshments and goodies. Food and refreshment stalls at the end of the walk will also follow this multicultural theme. The walk is not set up as a race in any way, so eventers can take their time throughout the course.

The commencement of Unite will take place at approximately 2:00PM on Sunday 31st March on the corner of Wintergarden Rd and Football Rd in the Domain. Eventers will be taken through a special Les Mills warm up before beginning. The Unite walk itself should take no longer than 2.5 hours to complete, finishing at the grass below the Grandstand.

As a family event, children's activities such as a bouncy castle will be present on site and people will be encouraged to stay for a time after the end of the walk to relax and enjoy their afternoon with friends and family.

Mercy Hospice is organising the entirety of Unite. Barfoot & Thompson are our leading sponsors and an additional 2-3 sponsors in the form of national brands are expected to contribute also but are yet to be finalised. Mercy Hospice, Barfoot & Thompson and the additional sponsors will be displaying signage at the start, finish and at points throughout the walk.

### Timings

#### **Saturday 30<sup>th</sup> March**

2:30pm Port-a-loo delivery to all locations (start area, Grafton Mews and finish area).  
2:30pm Barfoot & Thompson Marquee arriving and being professionally set up.

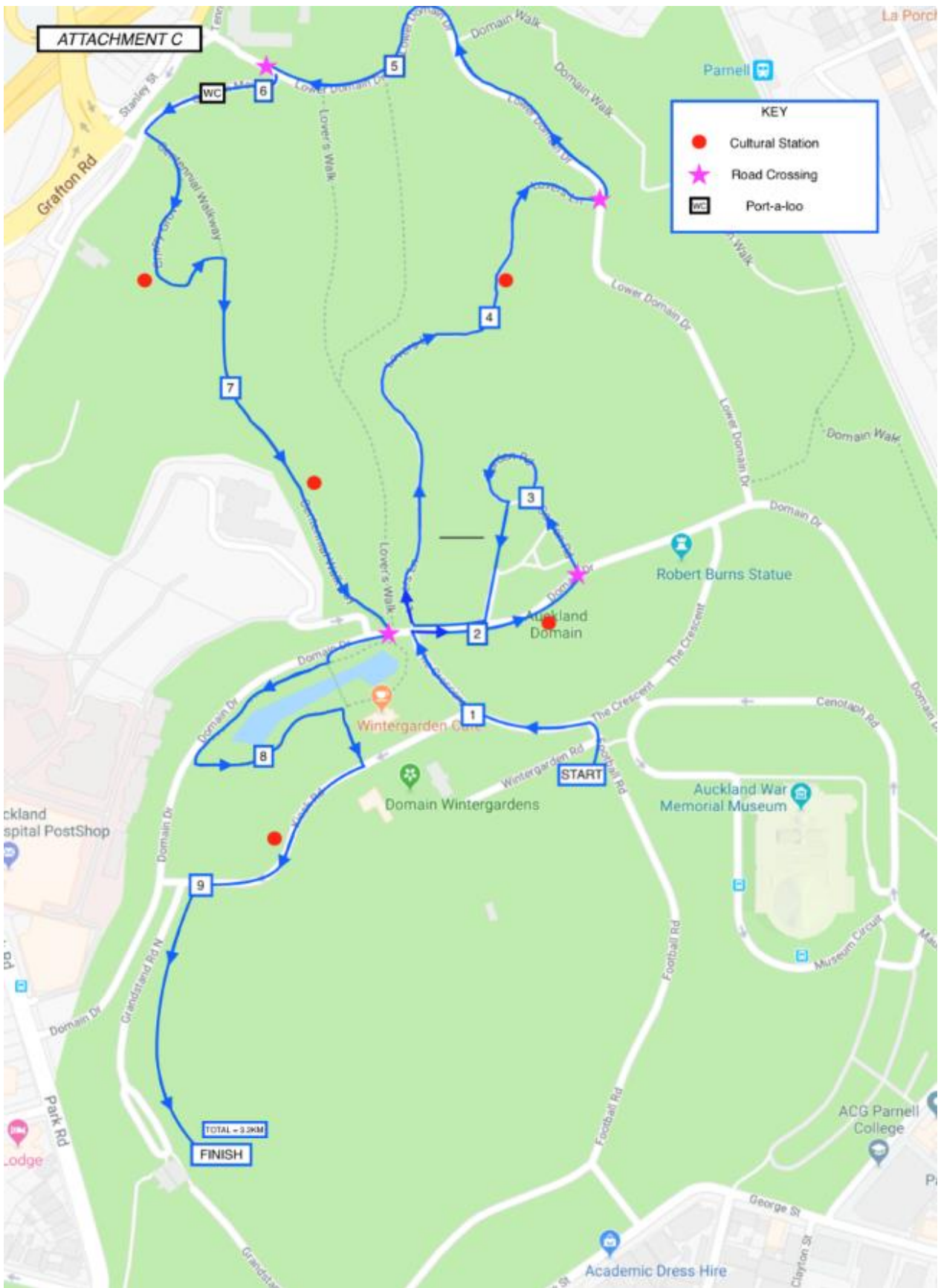
#### **Sunday 31<sup>st</sup> March**

7am All event organisers and Mercy Hospice fundraising team to arrive at the Domain and will be briefed.  
8 – 9am Signage throughout the route will be erected and start and finish areas marked out.  
9 – 10am Cultural stations and water stations set up throughout the route and start and finish sites.  
10 – 11am Registration area set up along with all tents on start and finish sites.  
11am -12am Goodie Bag preparation  
12 -1pm Final health and safety check and walk of the route  
1pm Food trucks arrive at finish area under grandstand  
2pm Unite Walk begins

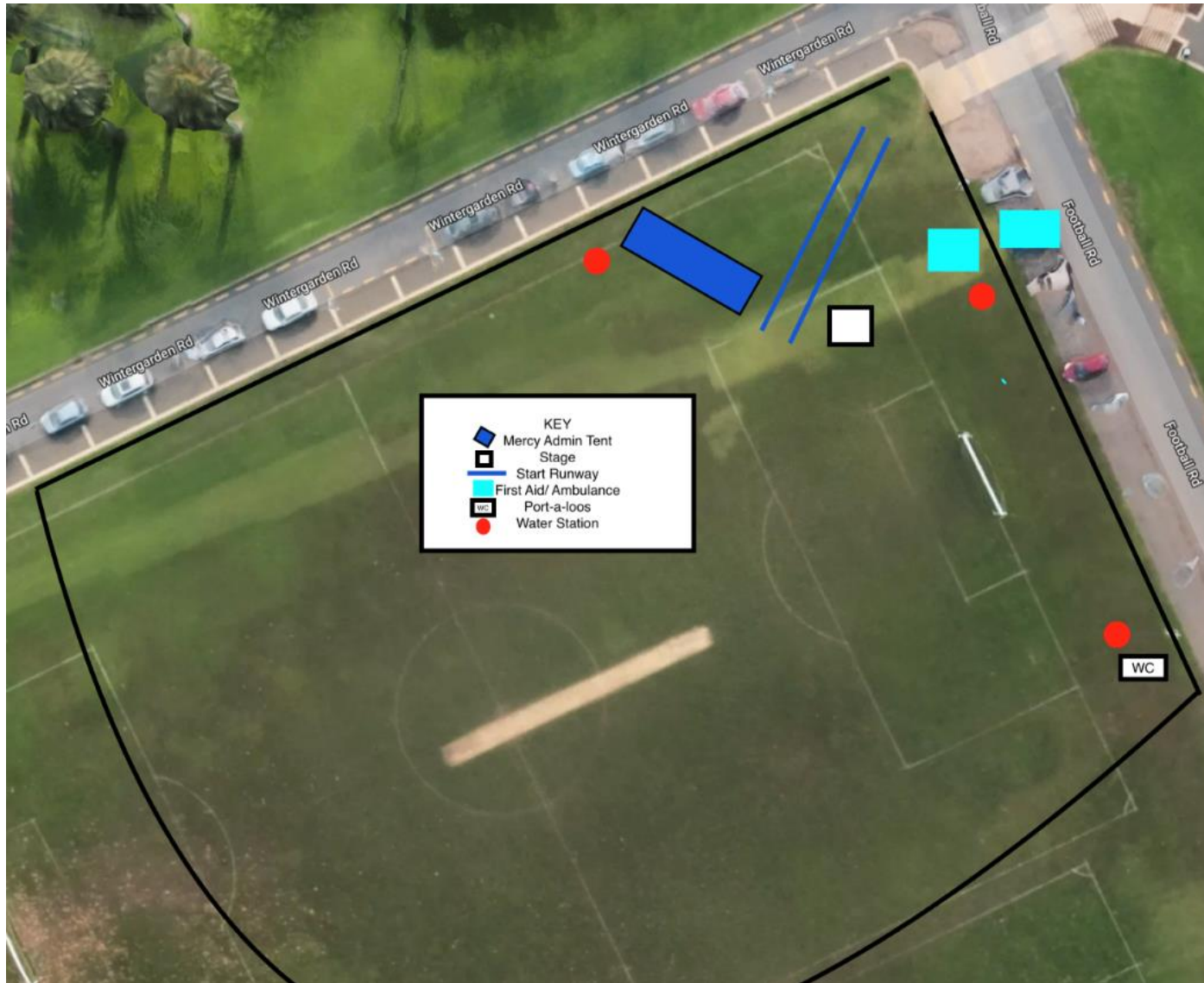
**Numbers attending:** 2,000 approximately

**Ticketing Information:** Fundraising event \$50 per adult (children free with adult)

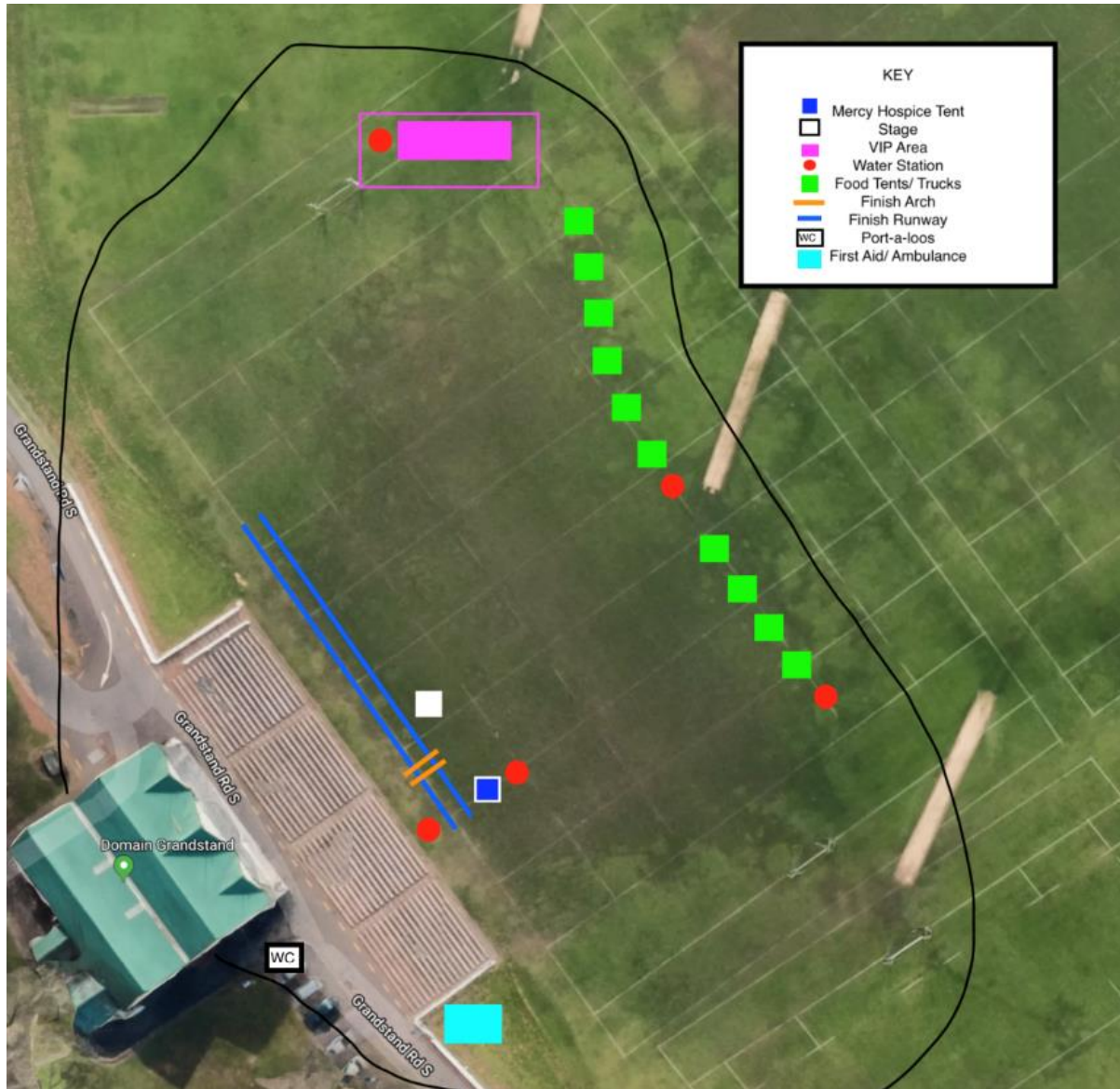
# Walking Route



# Event Start Site Map



# Event Finish Site Map



**Traffic Management:**

<b>Road closures:</b>	The organiser is assessing traffic management options, and assessing the need to have a road closure for the event, or to have monitored management across pedestrian crossings and use the footpaths for the event.  Approval from the Auckland Domain Committee is sought for the inclusion of road closures.
<b>Parking restrictions/ Advisory Signage:</b>	Parking restrictions: TBC Parking: TBC

**EVENT OPERATIONS**

<b>Pack in / Pack out: Vehicle access:</b>	Pack in: to commence 30 March 2019 – 2.30pm Pack out: completed by 31 March 2019 – 10pm
<b>Noise / Amplified Sound:</b>	1 x PA system for announcements and back ground music at the start and end of the walking route.
<b>Waste management:</b>	A full waste management plan will be required to be in place for the event. Plan to be approved by the Auckland Council Waste Minimalisation team.
<b>Food stalls:</b>	Registered food trucks to be on site.
<b>Alcohol:</b>	Sold: No            Supplied: Yes The event organiser is wishing to apply for a Special Liquor License for their VIP sponsors area.
<b>Trading:</b>	All trading (once details confirmed) will be covered by Event Permit.
<b>Signage:</b>	The event's key sponsors will be present through signage onsite i.e. Barfoot & Thompson. Their branding will be represented through signage on arch ways, tents and tear drop banners.

**FACILITIES / UTILITIES**

<b>Structures:</b>	<ul style="list-style-type: none"> <li>• 2 x small stages</li> <li>• Tear drop flags</li> <li>• 2 x Information ezy-ups</li> <li>• 1 x VIP Sponsors Marquee</li> <li>• Portaloos</li> <li>• Bouncy Castles &amp; Childrens Activities</li> </ul>
<b>Lighting:</b>	N/A
<b>Electricity / Gas/ Power / Generator:</b>	Event organiser will organise generators for power requirements.

**HEALTH AND SAFETY**

<b>Security:</b>	TBC
<b>Health &amp; Safety:</b>	A full Health & Safety plan will be required to be submitted and reviewed prior to an event permit being issued.

**EVENT COMMUNICATIONS**

<b>Local notification</b>	Public notices will be placed for the road closures (if required). Notification to Local Board to be sent.
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