

Event Plan Template

(to be adapted to your unit specific event)

Introduction

Wear Orange Wednesday 'WOW Day' will next be celebrated on 20 May 2026.

On this day communities across Australia will be encouraged to wear orange and thank all SES volunteers who generously give their time to help communities during cyclone, flood and storm emergencies, and assisting WA Police during land and aerial search, undertake cliff and cave rescues, attend road crashes and assist fire crews.

This plan is to assist with the coordination and delivery of this Unit's WOW Day promotional event.

Aim

(Unit Name) will conduct a BBQ for Unit volunteers and invited guests.

Execution - General outline

Guests will be invited to join the SES Unit in a BBQ on the Unit premises on Wednesday 20 May 2026. Unit premises, vehicles, and equipment will be showcased. Unit members will engage with guests and show their appreciation for the support of the community.

A suitable SES promotional audio-visual display will be played for the duration of the evening's proceedings.

A demonstration of will be performed by

Specific Tasks

Unit Manager – source funds for the event, send invitation letters, receive guests.

Deputy Local Manager – Assist LM as required, source suitable audio-visual presentation.

Training Manager – allocate Wednesday evening 20 May 2026 for the event. Plan and execute a suitable live demonstration.

Catering officer – Provision of food and refreshments (numbers to be advised).

Stores officer – In coordination with the catering officer, provide BBQ and requisites

Audio-visual technician – Test and have ready audio-visual presentation on auto replay for the evening.

Management committee & unit leadership team – Attentive to guests needs for the duration of the evening's event, and answer questions and engage in discussion, preferably SES related.

Unit members – Assist with set up when asked, meet and engage with guests, assist with end of evening clean up.

Location

This event will be held on the unit premises.

Timings

At least 4 weeks before	Email DO Natural Hazards with proposal
2 weeks before	Coordination conference with key personnel (to check all requirements for the evening are satisfied or in progress as required.
1 week before	<ul style="list-style-type: none">• Check RSVPs received• Final numbers for guests• Confirm volunteers will be in attendance• Food and refreshment orders finalised• Test audio-visual display• Rehearse demonstration• Clean premises are required.
20 May 1800 hr	<ul style="list-style-type: none">• Prepare premises for the evening• Set up audio-visual display• Set up demonstration• Put out tables and chairs
1900 hr	<ul style="list-style-type: none">• Guests arrive• Sign in guests• Offer food and refreshments
1920 hr	Short welcome of guests by LM
1930 hr	Introduce demonstration
2030 hr	Guests depart, offer tote bag as souvenir
2100 hr	Unit debrief (members only)

Special equipment

- Audio-visual display
- Demonstration equipment and props as required.
- BBQ, utensils, disposable plates and utensils.
- Food and refreshments
- Tote bag with souvenirs (numbers as per RSVP).
- Unit business cards or similar.

Finance

Budget as attached.

All other purchases are to be cleared with LM before being incurred.

Command

- Event leader -
- Event coordinator -

Safety

Guests should be accompanied at all times.

Whilst guests should be encouraged to take a close interest in unit vehicles and equipment, regard must be had for handling unit equipment with appropriate PPE and manual handling techniques observed by members for protection of guests.

Demonstrations to be conducted in accordance with demonstration plan and include safety risk management plan (to be advised).

Email invitation to DFES regional office Template
(to be adapted to your unit specific event)

To: District Officer Natural Hazards

Dear DO (Name),

Wear Orange Wednesday 'WOW Day' will next be celebrated on 20 May 2026.

On this day communities across Australia will be encouraged to wear orange and thank all SES volunteers who generously give their time to help communities during natural hazard events, and to WA Police during land and aerial search, undertake aerial and cave rescues, attend road crashes and assist fire crews.

In Western Australia, Department of Fire and Emergency Services propose to once again celebrate the day with a number of iconic buildings and landmarks across the State.

(Name) SES Unit proposes to celebrate WOW Day and to promote our local SES unit with an invitation only BBQ to be held at (Name) SES Unit on 20 May 2026 commencing from 1900 hr. The proposed proceedings include

We propose to invite the following guests (use actual names and titles):

- DFES Regional Superintendent
- DO Natural Hazards and DO Fire
- Local VFRS/VFES/BFB /VMRS captain/delegate as applicable.
- Local government Mayor/President
- Local government elected members 1, 2, 3 etc
- Local government CEO or delegate
- Local member of lower house of State Parliament
- Local member of upper house of State Parliament
- Other community organisation leaders 1, 2, 3, etc.
- Employers of local unit members.
- Others as appropriate.

Your support for our WOW Day event would be greatly appreciated.

Yours faithfully
Local Manager

**Letter to State/Local Government Elected Members,
Employers, local organisations/clubs
Template**

(to be adapted to your unit specific event)

Dear (Name/position)

Wear Orange Wednesday 'WOW Day' will next be celebrated on 20 May 2026.

On this day communities across Australia will be encouraged to wear orange and thank all SES volunteers who generously give their time to help communities during cyclone, flood and storm emergencies, and assisting WA Police during land and aerial search, undertake cliff and cave rescues, attend road crashes and assist fire crews. For the SES volunteers across this vast State of Western Australia, their high season is all year long.

In Western Australia, the Department of Fire and Emergency Services propose to once again celebrate the day with a number of iconic buildings and landmarks across the State being lit up in magnificent orange, including Kings Park, Matagarup Bridge, Perth Concert Hall and the Bell Tower.

(Name) SES Unit proposes to celebrate WOW Day and to promote its local SES unit with an invitation only BBQ to be held at (Name) SES Unit on 20 May 2026 commencing at 7 PM and finishing around 8.30 PM. The proceedings include a BBQ, light refreshment, audio-visual display and demonstration.

Other guests invited include local members of State Parliament, local government elected members, executive staff and employers.

We would be pleased if you would join us in our celebration of Wear Orange Wednesday.

RSVP: TBA

Yours faithfully
Local Manager