



RSL
NSW

Checklist for services held at the Cenotaph

- Applied for permission from the Custodian of the Cenotaph
- Applied for permission from the City of Sydney
- Advised NSW Police Events Planning Unit of your service
- Sent in your ADF Ceremonial Support Request
- Booked AV – please note no speakers or equipment is to be set up within the chained off area
- Booked infrastructure – chairs, marquees etc
- Advised suppliers that vehicle access to Martin Place must be requested by them through the City of Sydney – collection of bollard key may be required
- Booked first aid
- Confirmed access to power onsite through the City of Sydney
- Carried out a risk assessment for your service
- Have an adverse weather plan in place
- Advised RSL NSW of any ADF rehearsal times

Please refer to the RSL NSW Commemoration Ceremony Standard Procedures to ensure your service follows a traditional Order of Service. A copy can be found on rslnsw.org.au

COVID-19

- Check the nsw.gov.au website for the most up to date information on what you can and can't do
- Register as COVIDSafe to receive your QR check in code
- Develop and comply with a COVID Safety Plan

Helpful links and contacts

<https://www.rslnsw.org.au/commemoration/request-a-cenotaph-booking/>

<https://www.cityofsydney.nsw.gov.au/facility-bookings-outdoor-events/apply-to-hold-outdoor-event>

City of Sydney Venue Management Team
Johnathan Langan
jlangan@cityofsydney.nsw.gov.au
02 9265 9550

Events Planning Unit
The Rocks Police Station
sydcityevents@police.nsw.gov.au
02 8220 6382

<https://defence.gov.au/ceremonial/CeremonialRequests.asp>

<https://www.stjohnnsw.com.au/event-bookings/>

<https://www.nsw.gov.au/covid-19/rules/what-you-can-do-nsw>