



### 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 approved by the City of Sydney – collection of bollard key may be required
- ☐ Booked first aid
- ☐ Confirmed access to power onsite through the City of Sydney – security key/tool may be required
- ☐ 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](https://rslnsw.org.au)

### COVID-19

- ☐ Check the [nsw.gov.au](https://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 (if applicable)
- ☐ Develop and comply with a COVID Safety Plan (if applicable)

## 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](mailto:jlangan@cityofsydney.nsw.gov.au)  
02 9265 9550

Events Planning Unit  
The Rocks Police Station  
[sydcityevents@police.nsw.gov.au](mailto: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>

Current as at 5 July 2022

**RSL NSW** Suite 11.02 Level 11, 175 Pitt St, Sydney NSW 2000  
**Phone** 02 9264 8188 **Email** [support@rslnsw.org.au](mailto:support@rslnsw.org.au)

**rslnsw.org.au**