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| --- |
| **LEGEND** |
|  | # Male # Female |
|  | # All Access |
|  | # General Waste # Recycling |
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|  |  |

**<INSERT IMAGE>**

**Instructions – how to use this template**

**Insert your image**

1. Insert your site aerial image below.
2. Right click on image and select Wrap Text > In Front of Text.
3. Click and drag your image into square below.
4. Resize image to fit inside the square by clicking and dragging the white circles in the corners of the image. Do not use white circles on the top/bottom/sides as this will distort your image.
5. Right click image and click ‘Send to Back’.

**Adding icons**

1. Locate the icon you would like to add to your map and click on it.
2. On your keyboard, click *Ctrl + D* (or *Command + D* on Mac) to duplicate the icon.
3. Click and drag the duplicated icon onto your site map.
4. Resize with the white dots

**Adding text**

1. To add text to your site map, select Insert > Shapes > Text Box 
2. Click and drag on your map where you would like to add text
3. Type & then format as normal

**Adding shapes**

1. If the icons are not suitable for your map, you can use shapes.
2. Select Insert > Shapes > Select the appropriate shape
3. Click and drag to draw it on your map.
4. Under ‘Shape Format’, you can change the colour in ‘Shape Fill’ and ‘Shape Outline’.
5. To add text inside a shape, right click the shape and select ‘Add Text’.
6. Ensure you include a ‘Key’ to explain what each colour of shape refers to (e.g. Marquee)

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| --- | --- |
|  | Temporary fencing |
|   | ‘Red Line Area’ – Alcohol allowed area |
|  | Crowd control barrier |
| Fire Assembly Point Logo PNG Vector (EPS) Free Download | Evacuation assembly area |
|  | Patron entry and exit |
|  | Emergency vehicle access |
|  | First aid |
|  | Information |
|  | Marquee (include dimensions) |
|  | Stage (include dimensions) |
|  | Seating |
|  | Accessible viewing platform |
|  | Food/beverage vendor |
|  | Speakers / PA |
|  | Toilets (include amount and M/F/AA (male, female, all access)) |
|  |
|  | Bins (equal number of general waste & recycling required) |
|  | Drinking water |
|  | Amusements |
|  | Fire extinguisher |
|  | Car parking |
|  | Accessible parking |
|  | Power / Generators |