

EVENT MANAGEMENT PLAN

Event:	
Venue:	
Dates:	

Event Manager/Organiser/Hirer/Client:

Name	
Address	
Tel	
Mob	
Email	

License Holder:

Does your event venue have a premises licence? Will your event need a temporary events licence?

Name	
Address	
Tel	
Mob	
Email	

Event's Health and Safety Officer:

Name	
Address	
Tel	
Mob	
Email	

The Plan Elements	The Event Manager's Arrangements Below:
Event Activity	<i>What will be taking place during your event?</i>
Programme / Acts VIP's	<i>What influence will your acts have on the type of audience you attract?</i>
Number of people expected (including staff)	
Operating Times: Open to public: Overall period of licence:	

Accident/ incident process	<i>How will you record accidents that take place and notify the event manager of accidents? Will there be first aid providers on site?</i>
Animals	<i>Will any animals be a part of your event? If so what will you need to provide in terms of space, fencing etc? What will the animal handlers need to provide in terms of licences etc?</i>
Audience and Crowd management	<i>Will you need SIA badged stewards? How will marshals be clearly visible? Will all stewards receive training before the event?</i>
Car Park arrangements (green travel)	<i>How far will people travel to reach your event? Will you need to seek permission for use of parking areas? Will car parks be marshalled? Will there be appropriate signage to direct cars?</i>
Certificates and licenses	<i>Will you need a licence to sell alcohol, provide regulated entertainment, collect for charity, sell goods etc?</i>
Clear-up/ de-rig arrangements	<i>Will equipment be cleared immediately after event? (Will this be in the dark?!) If equipment left overnight will there be security measures in place?</i>
Communications How to make contact Contact List Emergency	<i>Is there an accessible list of contacts for all staff involved? Is there a contact number for event enquiries (eg noise complaints) at the event? Will communication be via radios or mobile phones? Is there a procedure for who contacts the emergency services in an incident?</i>
Contractors' Documents (Public Liability, risk assessments, CRB numbers PAT test stickers, ADIPs, PIPA tags etc.) Including Acts and First Aid	<i>Have you asked all contractors for copies of their method statements, risk assessments, public liability insurance, equipment certification and CRB numbers?</i>
Crowd control measures (design effects, queuing, flow rates, compression, barriers, stewarding, security etc.)	<i>Have you thought about any likely pinch points in your site layout? How will people access and exit the site, particularly in an emergency? Is the event ticketed and if so how will you control the entrance?</i>
Disabled arrangements	<i>Can disabled patrons access your event? Will there be other facilities available such as adapted toilets?</i>
Detailed site and overview event plans	<i>Think about the step-by-step detail of what will happen during set-up, the event, and the clear up.</i>
Emergency liaison and routes (Assembly Points)	<i>How will people exit the site in an emergency? Are there enough exit points in case of fire? How will crowds be managed in the case of a suspicious package? Where will staff assemble? Will staff sign in and out so that they can be</i>

	<p><i>accounted for in an evacuation?</i></p> <p><i>Who will liaise with the emergency services to avoid confusion?</i></p> <p><i>How will the need for an evacuation be communicated to the public?</i></p>
English Heritage Permission	<i>Do you need this for any element of your event?</i>
Electricity supply	<i>How will you access electricity? Will generators be earthed? Will cables be suitable? (ie for outdoor use?)</i>
Fencing	<i>Will you require fencing and if so, what kind? How much?</i>
Fire safety / Fire Risk Assessment(s)	<i>Have you assessed the different areas within your event for fire? Will you be providing appropriate fire extinguishers? Will staff be trained in what to do in case of a fire?</i>
Flyposting Declaration Form	<i>You will need to complete one of these if your event takes place in the St Albans District.</i>
Food and Beverage arrangements	<i>Who will be providing your food and drinks? Will they have food hygiene certificates? Will all of their equipment be safe? Have they provided contractors documents as per above?</i>
General infrastructure (tables & chairs etc.)	<i>Will you need to provide places for your audience to sit? Shelters? (Gazebos etc) Toilets?</i>
Ground Condition	<i>Will you assess the ground prior to your event? Is there a contingency plan in case of extreme weather?</i>
Lighting	<i>Will you need to provide lighting to aid egress from the event?</i>
Lost children	<i>What is the lost children procedure? Will the lost child officer be CRB checked?</i>
Lost/ found property	<i>Where will lost property be kept? Who will co-ordinate this?</i>
Marketing / Promotion	<i>Will your event be marketed in the local press / with leaflets / online? Will marketing be appropriate to your target audience?</i>
Medical/ First Aid	<i>Have you discussed event requirements with a professional first aid provider?</i>
Method of admission	<i>Is the event free or ticketed?</i>
Noise and Assessment	<i>How will you monitor the noise at the event? Will you be aware of current noise level guidelines?</i>
On-site welfare/ information	<i>Will event team be clearly visible and recognisable? Will there be an information point? Will event team have relevant information to pass on?</i>
PA	<i>Who will run the PA system? Will equipment be PAT tested? Will contractors documents be provided as above?</i>
Participant profile (age groups, family, singles, problematic, behaviour etc)	
Poor weather / Call Off arrangements	<i>If you had to cancel the event how would this be communicated to the public and staff?</i>

Provisional booking of the site and conditions of contract	<i>Do you have permission to use the site/venue you intend to use? Do you have this in writing?</i>
Public information / signage	<i>Are you going to provide signs for the location of toilets / exits / disabled parking / recycling facilities?</i>
Public / Product Liability Insurance (s)	<i>Do you have appropriate Public Liability Insurance to cover your event in the case of an accident that may result in a subsequent lawsuit?</i>
Reinstatement	<i>If the ground is damaged during your event, do you have the funds to cover costs of reinstatement that may be passed on to you?</i>
Risk assessment for the whole event	<i>Have you produced a risk assessment that takes into account all the elements of the event that you are responsible for? (You do not need to include specific contractors activities in your risk assessment as they will provide their own risk assessments.)</i>
Road / footpath closures	<i>Have you contacted Herts Highways to seek permission for road closures? If your event is ticketed and en route of a public footpath do you have permission to close it?</i>
Sanitation (toilets, Nos, cleaning, supplies etc.)	<i>Are there appropriate toilet facilities for the number of expected audience in the vicinity of the event? If not will you be providing extra toilets? Will you have access to clean drinking water?</i>
Security	<i>Will the area need to be secured overnight (for example during stage build up?) and will you hire qualified security firm to provide this?</i>
Staff Training	<i>Will staff be briefed on all elements (particularly health and safety and emergency procedures) of the event before it opens? How will they receive their information?</i>
Set up arrangements	<i>Have you allowed enough time and human resources for the event to be set up in time for the opening?</i>
Suspect package or threat from an outside source	<i>Have you thought about your processes if a suspect package is found or a threat from an outside source is identified? Advice and further information can be found here - https://www.gov.uk/government/collections/crowded-places</i>
Temporary Demountable Structure(s) or Marquees/tents etc. (method statement)	<i>Will you have gazebos on site? How will they be secured? If you are using pegs in Verulamium Park do you have scheduled monument consent? Will staff be trained in how to erect gazebos? Will the gazebo fabric be flame retardant? Will you have any other kinds of temporary structure on site such as a stage? If so will you get the method statement from the contractor setting this up?</i>

Traffic management (on/off site) Vehicle movement	<i>How will traffic to and from the event be managed? Will you require stewards? If so will they be trained? Are there sufficient existing traffic management systems in place already? Will you restrict vehicle movement on site to specific time slots during an event?</i>
Venue / site design / layout	<i>Have you created a site plan? Does it include enough emergency exits? Does it provide enough room for crowd movement? Does it take into account areas where crowds may gather? Is it set out logically (ie are the barbecues far enough away from the gazebos?)</i>
Waste management / recycling	<i>Will sufficient bins be provided? Will you provide recycling facilities? Will staff litter pick during the day? If so will they have access to the proper equipment?</i>
Water provision	<i>If there is no access to drinking water will you provide bottled water for staff?</i>
Weather Forecasting (Met Office)	<i>Will you use the internet to monitor the weather during the lead-up to the event?</i>
The “what ifs” scenarios	<i>Have you thought about any additional possible <u>likely</u> issues that may arise during your event?</i>