**EVENT MANAGEMENT PLAN**

**EXAMPLE**

|  |  |
| --- | --- |
| **Event Name** |  |
| **Event Location** |  |
| **Event Date** |  |
| **Organisation** |  |
| **Document last updated** |  |

|  |  |
| --- | --- |
| **Type of event** |  |
| **Anticipated numbers of visitors/customers on site at any one time:** |  |
| **Anticipated numbers of visitors/customers in total attending the event** |  |
| **Estimated total number of staff, volunteers performers, traders etc.** |  |
| **Target audience e.g. families, children, adults** |  |
| **Provide a brief summary of what your event will involve** |  |

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| --- | --- | --- | --- |
|  | **Yes** | **No** | **N/A** |
| [**Formal**](http://www.cornwall.gov.uk/leisure-and-culture/organising-events-in-cornwall/event-notification-forms/) **permission from the land owner** |  |  |  |
| [**Road Closure/Temporary Traffic Order Application**](http://www.cornwall.gov.uk/default.aspx?page=28417) |  |  |  |
| **Premises Licence (Licensing Act 2003)** |  |  |  |
| **Temporary Event Notice (TEN) – up to 499 people only** |  |  |  |
| **Any other licensing requirements consents and licences** |  |  |  |
| **Planning permission?** |  |  |  |

**Roles and responsibilities**

**(example)**

Event manager

Volunteer manager

Artist manager

Production manager

Safety manager

Security manager

Volunteers

Stage manager

Production staff

Security staff

Stewards

Crew

Stage crew

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Responsibility** | **Contact Details** |
|  | Event Manager | Overall responsibility |  |
|  | Production | All event infrastructure, ordering, delivery timings etc. |  |
|  | Volunteer Coordinator | Volunteer recruitment, training and event day management |  |
|  | Steward Coordinator | Recruitment, training and event day management |  |
|  | Health and Safety Officer | Risk assessments, fire points, site inspections |  |
|  | Welfare | Toilets and wash facilities |  |
|  | Waste Management | Organisation of waste clearance and recycling |  |

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| --- | --- | --- | --- |
| **Suppliers (marquees, first aid, security, catering etc.)** | | | |
| Organisation | Contact | Contact details  (email and mobile) | Notes |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Authorities (Council, fire, police, ambulance etc.)** | | | |
| Organisation | Contact | Contact details  (email and mobile) | Notes |
| LA Licensing officer |  |  |  |
| LA Environmental Health |  |  |  |
| SCC Emergency Planning |  |  |  |
| Police |  |  |  |
| Ambulance |  |  |  |
| Fire |  |  |  |
| Coastguard |  |  |  |
| Other |  |  |  |
| **Attractions, artists and entertainment** | | | |
| Organisation | Contact | Contact details  (email and mobile) | Notes |
|  |  |  |  |
|  |  |  |  |
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**Staffing**

It is easy to underestimate how many staff will be required to plan and successfully run your event. Consider how many stewards, car park attendants etc. you will need to manage things safely.

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| --- | --- |
| **Staff** | **Numbers required** |
| **Crowd stewards** |  |
| **Car park** |  |
| **Lost and found children/vulnerable adults** |  |
| **Event control** |  |

**Timetable**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Schedule XXXXXX event – prior to event day** | | | | | | | |
| **Date** | **Task** | **Start** | **Finish** | **Resources/ who** | **Notes** | **In Hand** | **Complete** |
|  | Pick-up event signage from sign writer | 10am | 12 noon | Van + Bill and Ben | Take cheque for payment | X Van booked |  |
| **Schedule XXXXXX event – event day** | | | | | | | |
| Task | | Start | Finish | **Resources/ who** | **Notes** | **In Hand** | **Complete** |
| Stall holders arrive on site | | 7am | 9am | Stalls coordinator - Sam | All vehicles off site by 9.30 and no further vehicle movements | X stalls coordinator briefed |  |
| **Schedule XXXXXX event – post event** | | | | | | | |
| **Date** | **Task** | **Start** | **Finish** | **Resources/ who** | **Notes** | **In Hand** | **Complete** |
|  | Return generator | 9am | 10am | Van + Tom | Make sure cables go back | X |  |

**Programme scheduling**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Stage and arena programme for XXXXX event | | | | | | |
| Time | Stage programme | Arena programme | Face painter | Dog show | Street parade | Music stage | other |
| 12:00 | Opening |  | Face painter |  |  |  |  |
| 12:05 |  |  |  |  |  |  |  |
| 12:10 |  |  |  |  |  |  |  |
| 12:15 | Changeover | Cooking demo |  |  | Street parade |  |  |
| 12:20 |  |  |  | Dog show |  |  |  |
| 12:25 |  |  |  |  |  |  |  |
| 12:30 | Dance performance |  |  |  |  | 1st band  xxxxxxx |  |
| 12:35 |  |  |  |  |  |  |  |
| 12:40 |  |  |  |  |  |  |  |
| 12:45 |  |  |  |  |  |  |  |
| 12:50 |  |  |  |  |  |  |  |
| 12:55 |  |  |  |  |  |  |  |
| 13:00 |  |  |  |  |  |  |  |

**Contractors**

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| Please list all contractors associated with your event. You will need copies of their risk assessments. |

**Security plan**

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| Include your security plan here. |

**Stewarding plan**

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| Include your stewarding plan here. |

**Emergency procedures**

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| Please document the emergency procedures you will have in place for your event. |

**External threats and counter terrorism plans**

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| Please document the external threats/counter terrorism you will have in place for your event. |

**First aid and medical**

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| Please list the first aid and medical cover you will have at your event. |

**Infection control**

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| Please list the first infection controls you will have at your event. |

**Electrical supply**

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| If you are including electrical supply as part of your event, please provide details here. |

**Fire risk assessments**

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| Please document how you have addressed the key areas of the fire risk assessment process listed above. |

**Inflatable play equipment**

Please include here any inflatable play equipment you intend to have at your event.

**Funfair/children’s rides**

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| Please include here any rides or fun fairs you intend to have at your event. |

**Temporary structures**

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| Please provide a detailed list of all temporary structures you plan to bring onto your event site. Include the procedures you will follow to ensure all structures are supplied by a competent contractor. |

**Animals**

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| Please provide a detailed list of all animals you plan to bring onto your event site. Include copies of all relevant licences and registration documents for each animal. |

**Local communication**

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| Please document how you will let surrounding residents and businesses know about your event plans here. |

**Lost children and other vulnerable persons**

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| Please document your lost children and vulnerable persons policy and procedures here. |

**Event day communication**

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| Please document your plans for your event day communication for event staff and emergency services, both on site and off site, here. |

**Communication with visitors**

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| Please document your plans for communication with your visitors on the day here. |

**Licensing Act 2003**

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| If your event will include any [licensable activity](http://www.eastsuffolk.gov.uk/business/licensing/alcohol-and-entertainment/), please provide details here. |

**Insurance**

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| Please confirm that you hold public liability insurance and include a copy of the certificate with your event plan. |

**Catering and food outlets**

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| Document details of any catering and or food you plan to provide at your event here. You should also list details of any catering concessions in the [Key event contacts – other](#Key_EM_contacts_other) section. |

**Drinking water**

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| Document details of any drinking water you plan to provide at your event here. |

**Site capacity**

Please include information about capacities of your site, if known, and the types of areas the public will have access to.

Toilets

Please outline your planned toilet provisions for your event based on your expected numbers and gender split here:

**Media**

Provide contact details for your media spokespeople and for those who will decide whether to grant permission to take pictures etc. at the event.

**Vehicles**

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| Please outline your vehicle policy for your event site here. |

**Traffic management**

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| Outline any traffic, transport or parking plans for your event here. |

**Flying displays**

Provide details of the Flying Display Director and the proposed display here.

**Waste management**

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| Document your waste management plans for your event here. |

**Recycling**

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| Document your recycling plans for your event here. |

**High risk activities**

Provide details here of any high risk activities, not detailed elsewhere, that you are proposing.

**Fireworks/pyrotechnics**

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| Document your firework/pyrotechnic plans for your event here. |

**Noise**

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| Please list the elements of your event that could cause noise nuisance and document the plans you have in place to minimise it. |

**Weather**

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| Please document your severe weather and event cancellation policy and procedures here. |

**Lighting**

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| Document your lighting plans for your event here. |

**Camping**

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| Document your camping plans for your event here. |