

Event Plan

1. **Organiser Name:** xxxxxxxxxxxx
Organisation: xxxxxxxxxxxxxxxxxxxx
Address: xxxxxxxxxxxxxxxxxxxx
Postcode: xxxxxxxx
Website: www.xxxxxxxxxxx.com
Email: abc@xxxxxxxxxxxxxxxx.com
Tel: 020 7123 4567 / Mobile 07123 456789
Description of business: A small community organisation
Event leader: xxxxxxxxxxxx__

2. Event overview__

Event name: Small community event
Location: Caledonian Park
Date: 1.2.3456
Time: 12 noon – 3pm

Expected attendance: 100 people – families and adults.

Target audience: Local families (children accompanied by parent or carer; older people, adults)

Event description: The event is very low key focusing around introducing local people to the wildlife of the park. There will be nature themed arts and craft activities for children, along with a series of bug hunts. Those attendees that are interested will be offered a place on a tree walk with a simple photo spotter guide to aid identification. The walk will be led by one of Islington's tree team accompanied by xxxxxx, Development Officer, Community organization. Attendees will assemble at 1 o'clock at the Clock Tower in Caledonian Park. There will also be a couple of food stalls and a bouncy castle.

3. Event Safety

Communication between staff and volunteers will be through mobile phones.

Attendees will be encouraged to take litter home with them, but a volunteer will be litter picking too. No unaccompanied children will be attending the event, and parents and carers will remain responsible for their children. The walk leader will be the responsible officer for dealing with any lost children on the day.

4. Food

We are having two food stalls;

- Simple Indian Food Stall, their contact details are; simple@foodstall.com, 0123456789.

They will be providing a variety of curries with rice and a selection of samosas as well as hot and cold drinks. Food will be prepared at the restaurant kitchen (provide address), chilled for transport then reheated and kept warm for serving onsite using gas heating equipment. The restaurant has a Food Hygiene Rating of 4.

- Simple sandwiches, their contact details are; simple@sandwiches.com, 0112345678.

They will be providing a mixture of cold meat and vegetarian sandwiches and wraps prepared at their kitchen (provide address), and kept chilled. Canned drinks will also be sold. They have a food hygiene rating of 3.

5. Volunteers

We will have 4 volunteers, one for litter picking, one to be a first aider based at the information point, and two available to assist anyone requiring help with mobility etc.

6. Accessibility and Inclusiveness

The event is open to the wider public although attendees are encouraged to register in advance in order to secure a free spotter guide which will be provided on the day. We will not accept unaccompanied children on the walk.

The event has been publicized through the local housing office, TRA and posters in communal areas of the xxxxxx estate. The event will take place unless weather conditions are so severe as to prevent safe outdoor activity. Disabled people included those in wheelchairs are welcomed as the route is predominantly wheelchair friendly, and we will have two volunteers available to assist anyone who needs additional help.

7. Security and Health & Safety

There is a qualified First Aid who will carry a First Aid Kit. They will be located on the information point. Due to the nature of this event we do not see the need to hire any professional security people.