**Event Management Plan Template and Guidance Notes**

The purpose of this document is to provide broad guidance notes for event organisers planning to hold an event in one of Reigate and Banstead Borough Councils parks and open spaces. The document also provides sections that should be completed to help you develop a detailed EMP (Event Management Plan. After all sections have been addressed you will have an EMP for your event.

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

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# Event management

## Pre Planning

The success of any event is always dependant upon adequate pre planning and it is essential that you allow enough lead-time to ensure that your event is a success. By addressing the why, what, where, when and who early in your planning process, it will help you to make informed decisions during the event planning process.

* **Why** – it really is worth asking this question at the very beginning, sometimes you may find that the answer is not immediately obvious. By addressing the why it will help your organising committee establish the core values of your event. Establishing the core values will help you design your event and develop the ‘who’ and therefore ‘what’ elements you should include as part of your event programme.
* **What** – you need to decide what it is that you will present at your event. Your core values will provide direction here. Knowing who your target audience is will help you identify what elements should be at your event. Try to put yourself in the shoes of someone from your target audience, what are there interests, what will attract and excite them at your event.
* **Where** – some things that should be considered when deciding on your event venue include: site area, access, community impact, transport, car parking, ground conditions and existing facilities such as toilets. It is also worth considering your venue in terms of your target audience, is the location accessible to your main target audience?
* **When** – consider your event date in terms of some of the following: other events, day of the week, do your opening times suit your audience and the likely weather conditions at that time of the year.
* **Who** – this is one of the most important points to consider in your pre planning process. Identifying the ‘who’ will come from your ‘why’ and the identification of the core values. Your ‘who’ may also mean you need to give special consideration for facilities such as young children, teenagers, the elderly or disabled.

## Event overview

Summary of your event in two paragraphs.

## Key event management contacts

Populate the following table with the names, roles, responsibilities and contact details of the key people involved in organising your event. Any event should always have one person who is ultimately responsible for all aspects of the event.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Role | Responsibility | Contact (Mbl Pref) & radio channel if radio allocated |
|  John Smith | Event Manager | Overall responsibility | XXXXXXXXXXXRadio channel 1 |
|  John Smith | Production | All event infrastructure, ordering, delivery timings etc | XXXXXXXXXXXRadio channel 1 |
|  John Smith | Volunteer Coordinator | Volunteer recruitment, training and event day management | XXXXXXXXXXRadio channel 3 |
| John Smith | Health & Safety | Risk assessments, legal compliance, fire points, site inspections | XXXXXXXXXXXRadio channel 1 |

## Key event contacts – other

Populate the below table with all the other key contacts for your event.

You as the event organiser should start collating the details of all people that will have some involvement with your event. This could be event suppliers, stallholders, emergency contacts, council contacts etc. This helps with your event planning and event management on the day.

|  |
| --- |
| Suppliers (marquees, catering etc) |
| **Organisation** | **Contact** | **Service** | **Contact details** | **Notes** |
|  ABC marquees | John Smith | Temporary structures | Email and mobile | Price confirmed waiting for written quote |
| Authorities (fire, police, first aid etc) |
| **Organisation** | **Contact** | **Service** | **Contact details** | **Notes** |
| Surrey Police | John Smith | On call | Email and mobile | Have briefed on event |
| Artists / Entertainment |
| **Organisation** | **Contact** | **Service** | **Contact details** | **Notes** |
| ABC arts | John Smith | Walkabout entertainment | Email and mobile | Require payment on the day |

## Staffing

|  |
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| It is important that you think carefully about your event and the level of staffing that will be required. It is easy to underestimate how many staff will be required to plan and successfully run your event. Following an event design process and completing a risk assessment will help to ensure that you allocate adequate staff to the event, thus ensuring it is effectively managed and is safe for the public and your staff.  |

## Organisational matrix

For smaller and community based events an organisational matrix should still be developed. It helps everyone understand the management structure and who is responsible for what. It is also an essential element in your emergency response planning. If an incident occurs it is crucial that your staff, the public or emergency services know the chain of command. The below example is a very simple structure, you should highlight the levels of command and the protocols for communication up and down the hierarchy.

|  |
| --- |
| Police / Emergency services |
|  |  | Event manager |  |  |
| Security manager | Safety manager | Production manager | Artist manager | Volunteer manager |
| Security staff |  | Production staff | Stage manager | Volunteers |
| Stewards |  | Crew | Stage crew |  |

## Programme & production schedule

It’s important that you produce and document an event day programme; this not only helps your event management on the day but also allows you to promote your programme to your audience prior and during the event.

|  |
| --- |
| Production Schedule XXXXXX event – prior to event day |
| **Date** | **Task** | **Start** | **Finish** | **Resources/ who** | **Notes** | **In Hand** | **Complete** |
| 20/06/2016 | Pick-up event signage from sign writer | 10am | 12 noon | Van + Bill & Ben | Take cheque for payment | X Van booked |  |
| Production 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  |  |
| Production Schedule XXXXXX event – post event |
| **Date** | **Task** | **Start** | **Finish** | **Resources/ who** | **Notes** | **In Hand** | **Complete** |
| 25/06/2009 | Return generator | 9am | 10am | Van + Tom | Make sure cables go back | X |  |

## Run sheet

You can use the below table as a template to develop a run sheet for your event.

A run sheet is a useful tool when your event has multiply activities occurring across the day at different locations within the event site. For example you may have a stage, arena area and walkabout entertainment. Therefore it’s important you programme all the activities in a sensible and logical manner to make the event flow for your audience. For example you could programme an arena act to start shortly after a stage act has finished, this gives time for a stage changeover without a total absence of entertainment to keep your audience entertained. Run sheets can be as detailed as seconds for a stage production, however for smaller outdoor events increments of between 5 and 15 minutes usually works well. The events team can provide further assistance in regards to run sheets if required. An example of a basic run sheet is provided below.

Please note that often a separate stage run sheet should be developed that is in minute increments, this helps to ensure a professional and seamless stage programme is presented.

|  |  |
| --- | --- |
|  | Stage and arena programme for XXXXX event |
| Time | Stage programme | Arena programme | Face painter | Walkabout theatre | Bubble blower | Balloon modeller | other |
| 12:00 | Mayor opening |  | Face painter |  |  |  |  |
| 12:05 |  |  |  |  |  |  |  |
| 12:10 |  |  |  |  |  |  |  |
| 12:15 | Changeover | Bike demo |  | Walkabout 1 | Bubble blower |  |  |
| 12:20 |  |  |  |  |  |  |  |
| 12:25 |  |  |  |  |  |  |  |
| 12:30 | Dance performance |  |  |  |  | Balloon modeller |  |
| 12:35 |  |  |  |  |  |  |  |
| 12:40 |  |  |  |  |  |  |  |
| 12:45 |  |  |  |  |  |  |  |
| 12:50 |  |  |  |  |  |  |  |
| 12:55 |  |  |  |  |  |  |  |
| 13:00 |  |  |  |  |  |  |  |

# Health and safety

## Your responsibility for health and safety at your event

The Health and Safety at Work Act 1974 is the primary piece of legislation that covers health and safety at work. Even if you are a community organisation with no employees it is still your responsibility to ensure that your event and any contractors are operating legally and safely. To this, it is essential that you address the following headings to ensure that you have taken all steps that is reasonably practical to ensure your event is safe and complies with all health and safety law and guidelines.

## Risk assessments and management

The risk assessment process in not an option when planning an event, it is an absolute necessity and no event will be granted permission until a suitable risk assessment has been completed. A risk assessment is a ‘fluid’ document that should be developed early, constantly monitored, adjusted and shared widely with internal and external stakeholders.

## Risk assessments – other contractors

|  |
| --- |
| Please list here all other contractors associated with your event that you will need to collect copies of their risk assessments. Eg funfair rides etc |

## Security

Most events, although not all, will require some professional security. The main purpose of security and stewarding is crowd control and it will be your risk assessment that will identify what your security requirements will be. When assessing the security needs of your event give consideration to the following; venue location, date, operating times, target demographic, planned attendance numbers, fenced or open site etc.

## Stewarding

In addition to your own organisations staffing requirements you will also need to consider stewarding requirements.

## Emergency procedures

|  |
| --- |
| Write down the emergency procedures you will have in place for your event.Once again your risk assessment should help you document your procedures. Think about what you will do if a fire occurs, where on the site will you evacuate people? How will you communicate this instruction to your audience? Who will take responsibility for these decisions? What systems do you have in place to contact emergency services?It is important that you document your procedures and communicate this with all your event staff, contractors and volunteers, as well as making the emergency services aware of your event. Emergency procedures will always include definitions, i.e. when does an incident become major and therefore the management of the incident is handed over to the police. Further guidance can also be obtained from the HSE Event Safety Guide  |

## First aid / medical cover

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| Please document here what first aid and or medical cover you will have at your event.The HSE (Health and Safety Executive) Event Safety Guide provides a template that helps you establish your first aid, medical and ambulance requirements.  |

## Electricity

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

## Fire safety at your event

You must address the area of fire safety for your event

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| Please confirm here that you have addressed the fire risk in your event risk assessment. Also document how you have addressed the key areas of the fire risk assessment process highlighted below:* Identify the fire hazards, i.e. sources of ignition, fuel and oxygen
* Identify people at risk within and surrounding your site and those at highest risk
* Evaluate the risk of a fire occurring and evaluate the risk to people should a fire occur
* Remove or reduce fire hazards and remove or reduce the risks to people
* Consider the following: detection and warning, fire fighting, escape routes, signs and notices, lighting, maintenance
* Recording significant findings and action taken
* Prepare and emergency plan
* Inform and instruct relevant people, provide training
 |

## Fun fairs and inflatable play equipment

If you plan to have bouncy castles, rides or a fun fair at your event you must carry out a number of checks before hand.

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| --- |
| Make a list of any inflatables you are going have and the provider.Points you will need to address before approval is granted for any piece of inflatable play equipment are:* Have they carried out the daily checks on the equipment.
* When was the equipment last fully inspected?
* Is the equipment clearly marked as to its limitations of use (max. user height etc.)?
* Do they have £5 million Public Liability Insurance?

Please include here any rides or fun fairs you intend to have at your event.Points you will need to address before approval is granted for any ride or fun fair are:* Any stand-alone ride or rides that are part of a fun fair must be part of the ADIPS (Amusement Device Inspection Procedures Scheme) scheme
* The operator must provide you with a copy of their In Service Annual Inspection papers and copy of these must be provided.
* The operator must also confirm in writing that that adhere and operate under the HSG175 Fairgrounds and Amusement Parks – Guidance on Safe Practice
* Fair operators must be members of the Showmans Guild of Great Britain.
 |

## Temporary demountable structures

The use of temporary demountable structures at events is an area that is broad and complex. For a small event it may simply be some market stalls and a marquee. Larger events and festival may include stages, grandstands, lighting towers, gantries, site offices etc..

|  |
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| List all temporary structures.* All suppliers will need to supply you with a copy of their public liability and employee insurance certificates
* All suppliers will need to provide you with relevant risk assessments and method statements relating to the product they are supplying for your event
* Suppliers will provide a signed hand over inspection once the structure is completed to say that it is safe and ready fro use
* You need to consider all other health and safety aspects relating to any temporary structure
 |

##  Animals at Events

You must obtain consent from the Council in writing before you may bring any animal’s onsite for exhibition, performance or entertainment.  Copies of all relevant licences / registration documentations for each animal must be provided with the application form.

The Hirer shall be responsible for the welfare of the animals, which are to be transported, housed, fed and displayed to the public in a manner suitable and appropriate to the animals needs.

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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 / registration documentations for each animal. |

# Communications

The importance of communications when planning and delivering an event is paramount. You need to consider three main areas of communication when developing your event.

1. Communicating with your planning team pre event to ensure all people are aware of all what is being proposed. It is also essential that you communicate your event plans to the residents and businesses in the surrounding area, the earlier the better.
2. Communications on the day of the event, ensuring that there is a clear communications plan in place and that all stakeholders are familiar with the plan. You also need to make sure that you have the practical tools to make the communication plan work on the day, this could include radios, mobile phones, runners (staff to run errands and messages) and a public address system.
3. Audience communication needs to be considered to make the visitor experience enjoyable and seamless. Elements here could include flyers, site plans, signage, public address system, stage schedules, MC’s and information points.

## Event communications – Surrounding residents

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| --- |
| List your communications to residents |

## Event day communications - Audience

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| List your plans for communication with your audience on the day,  |

##  Event day communications – Internal

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| Document here what plans you have in place for your event day communication for event staff and emergency services, both on site and off site. |

# Lost children

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| Please document here what your lost children’s policy and procedures are.You must ensure that you develop a lost children’s policy and make all event staff and volunteers familiar with the procedures and policy. Some important points to consider when developing your policy are:* Identify arrangements for the ‘safe’ care of children until such time that they can be reunited with their parent/s or guardian
* There should be a clearly advertised point for information on lost children
* Lost children should never be left in the care of a sole adult, always ensure that there are at least two adults that have the appropriate DBS checks in place
* If a lost child is found and reported to one of the event staff a message should be communicated to all event staff as per the communication plan (radio, phone, in person to event control point) that a ‘code word’ at ‘location’. Two staff should then remain with the child at this point for a period of 10 minutes to allow for a possible quick reunification.
* If after 10 minutes there has been no reunification then the child should be taken to the designated lost children’s point by two members of staff. If possible this point should be adjacent to your event control point or the first aid/medical area.
* All incidents need be logged, ensuring all details are recorded.
* The DBS checked staff should try to ascertain a description of the child’s guardian, their name, mobile number if known and a description.
* The child and the parent/s guardian should not be reunited until a match has been established. To this if a parent comes to the lost children’s point claiming they have a lost child they must provide a signature and identification along with a description of their child, this could include age, clothing, hair colour, height etc.
 |

# Licensing

## Premises and TEN (Temporary Events Notice)

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| --- |
| If your event is including any licensable activity please provide details here.* Details of when a TEN (Temporary Events Notice) application is required and how to go about it.
* What activities are defined as licensable activities?
 |

## PRS and PPL Licence

Live and recorded music at one-off events does require a licence,

|  |
| --- |
| Please provide details on any recorded or live music you plan for your event. |

# Insurance

All event organisers must hold public liability insurance to the value of £5 million. You must also ensure that any contractors that you are engaging also hold public liability insurance and any other appropriate insurance, i.e. product liability, employee insurance.

|  |
| --- |
| Please confirm that you hold public liability insurance to the minimum value of £5 million and that a copy of the policy has been forwarded to the Events Team. * You will also need to ensure that you hold copies of all contractors relevant insurance and that copies of such can be provided to the Events Team upon request
 |

# Provision of food

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| --- |
| Document details here of any catering and or provision of food you plan to provide at your event.  |

# Site considerations

## Site Plan

Please include a copy of you site plan within this document or as separate attachment.

A site plan must be submitted for each and every event. As this template has been designed to assist smaller event organisers we do not expect you to supply a site plan of a standard that we would anticipate from a larger professional event organiser, however the more accurate and detailed the plan the better. It will help you execute the site build and production elements of your event.

Your site plan should include the following:

|  |  |
| --- | --- |
| Placement of all temporary structures | All other site infrastructure |
| Any fencing or barriers | Generator or power sources |
| Power supply runs (cables) | Entry and exit points  |
| Emergency exits and assembly points | First aid points |
| Information point  | Lost children’s point |
| Vehicle entry points | Any event décor, i.e. flags, banners etc  |

Be aware that you may want to create two versions of a site plan, one that you would use at the site on the day to provide event participants with information and another version that is purely for your management team. Accurate site plans are very helpful when you are doing the site build as you are able to clearly direct people when they arrive on-site to their correct position. Site plans are also a useful tool in the event design process as you can plan how people will enter the site, how people will interact with the site and how people will move about the site.

## Toilets

You are required to provide adequate toilets facilities for you event attendees, staff and contractors.

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

The HSE guidelines for toilets numbers are provided below.

Be conscious that you will need to provide disabled facilities and separate sanitary facilities for caterers.

|  |  |
| --- | --- |
| For events with a gate opening time of 6 hours or more | For events with a gate opening time of less than 6 hours duration |
| Female | Male | Female | Male |
| 1 toilet per 100 females | 1 toilet per 500 males + 1 urinal per 150 males | 1 toilet per 120 females | 1 toilet per 600 males + 1 urinal per 175 males |

## Vehicles on site

|  |
| --- |
| Please outline here what you vehicle policy is for you event site.Points to consider when developing your vehicles on site policy:* As part of your emergency planning (and included on your site plan) you should have clearly marked emergency ingress and egress routes. Ideally this should be a sterile route however this may not always be possible and you therefore need a procedure in place for the safe ingress and egress of emergency vehicles.
* What vehicles will need to access the site for your event?
* What vehicles will need to remain onsite throughout your event and which will be off-site before the event opens?
* Are there any vehicles that will need to move on the site during your event? It is strongly recommended that you avoid the need for this, however if it is needed you should have a rigid procedure in place and ensure that all people involved in your event are fully briefed on the protocol.
 |

## Traffic, transport and parking

Many smaller community events will have limited impact on traffic and parking, however it is still important that you give this consideration when planning your event. Larger events can have significant impacts on local traffic and transport and will require extensive risk assessments and detailed plans dealing specifically with traffic and transport. It is important that through your risk assessment you consider traffic, transport and parking no matter what scale your event is.

|  |
| --- |
| Outline any traffic, transport or parking plans you have in place for your event.Points to consider when developing your plans:* How will your target audience travel to your event?
* Consider the various transport links around the event site, and how these can be promoted to your audience as a way to get to your event.
* Are you proposing any road closures?
 |

# Environmental considerations

It has never been more important for event organisers to put in place plans to minimise their environmental impact. The Events Team will not approve any event unless the following headings regarding the environment are addressed.

## Recycling

It is essential that your event has a recycling plan in place and that it is carried out. For small community events this could be as simple as labelling some bins to encourage people to separate their waste into a range of categories and then making sure that these are taken to the council provided recycling bins located around the borough.

Larger events will need to demonstrate that they have a sound recycling strategy in place or are employing a professional recycling organisational to manage recycling on the day.

|  |
| --- |
| Document your recycling plans for your event herePoints for consideration:* Make sure your concessions and food suppliers have appropriate policies and procedures in place in regards to providing biodegradable containers and systems for the disposal of dirty water, cooking oil etc
* Think through how you will encourage people to place the appropriate waste into the correct receptacle. Contaminated recyclable materials could mean that the materials need to be sent to landfill
* How will you keep the site clear of waste? Will this be the remit of stewards or volunteers?
 |

## Noise

All green spaces are close to residential areas so be fully aware of any event elements that may cause noise issues.

|  |
| --- |
| Please document what elements of your event have the potential to cause noise nuisance and what plans you have in place to mitigate this.Points to consider:* Selection of location for your event
* Larger events that have a music stage will always have to employ a professional sound engineer and they must liaise with RBBC to establish agreed sound levels
* Residents should be provided with a event day contact from your organisation that can be contacted on the day should they wish to raise a noise complaint
 |

## Surface protection and trees

If your event requires a large amount of equipment to come onto the site you may need to consider installing track way to protect the ground. The Terms and Conditions outline your obligations in relation to the sighting of equipment around the base of trees. Tree root compaction is a big issue and can cause the premature death of trees due to compaction of soil around roots, restricting their ability to absorb oxygen from the soil.

|  |
| --- |
| Please document here your plans for minimising damage to the parks ground and trees. |