**Event Management Plan**

*This document is designed solely as a template and will provide some idea as to a potential format. Organisers may wish to adapt this for their need. Alternatively there are a number of other templates available on the internet. This particular example may not be suitable for all events and the factors included do not include an exhaustive list of considerations.*

**[Event Name]**

**[Event Venue]**

**[Event Date]**

**[Organisation]**

### [Author name]

### [Date document last updated]

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## 1. Event overview

## 2. Geographical location

## 3. Topography

## 4. Ground conditions

## 5. Traffic and pedestrian routes

## 6. Entrances/exits

## 7. Location and availability of services/utilities

## 8. Location plan

## 9. Venue design/site plan

## 10. Site capacity, capacities of covered venues (marquees etc), how will capacity be monitored

## 11. Programme and production schedule

*Please populate the below production schedules.*

*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.*

*A production schedule is also an essential element in successful event management, it ensures tasks are done on time and not forgotten, with so much to think about it is easy to forget things if you don’t document each and every task. Regardless of the scale of the event you should document what needs to be done prior, during and after the event to ensure all tasks are carried out in a timely manner. A simple production schedule that can be used is provided below.*

|  |
| --- |
| Production Schedule – prior to event day |
| Date | Task | Start | Finish | Resources | Notes | In Hand | Complete |
|  |  |  |  |  |  |  |  |
| Production Schedule – event day |
| Date | Task | Start | Finish | Resources | Notes | In Hand | Complete |
|  |  |  |  |  |  |  |  |
| Production Schedule – post event |
| Date | Task | Start | Finish | Resources | Notes | In Hand | Complete |
|  |  |  |  |  |  |  |  |

## 12. 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 multiple 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. An example of a basic run sheet is provided below.*

### 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 |  |  |  |  |  |  |  |

## 13. Sight lines

## 14. Video screens

## 15. Seating arrangements

## 16. Production of infrastructure and backstage requirements

## 17. Fencing and barriers

## 18. Temporary demountable structures – marquees, stage etc.

## 19. Licensing Requirements – Premises Licences, Temporary Events Notice, Street Collections, Lotteries etc.

## 20. PRS and PPL Licence

## 21. Traffic management – traffic signs, road closures, traffic marshalling, public transport, vehicular access, parking, emergency access, pedestrians etc.

## 22. Crowd management

- Audience profile and crowd dynamics, entry and exit of audience, searching, crowd sway/surges, police involvement, use of PA system and video screen, security staff

## 23. Security - numbers, employer, responsibilities, clothing etc.

## 24. Stewarding – numbers, employer, responsibilities, clothing etc.

## 25. Drugs Policy-  zero-tolerance drugs (including legal highs) policy

## 26. First Aid/medical cover

## 27. Lost and found children

## 28. Provision for those with special needs

## 29. Catering and food safety

## 30. Electricity and gas

## 31. Position and proximity of noise sensitive buildings

## 32. Preventing nuisance – noise, lighting etc.

## 33. Water supply and water safety

## 34. Risk assessments

A template for undertaking risk assessments is provided on [*www.northdevon.gov.uk/sag*](www.northdevon.gov.uk/sag)

## 35. Fire safety

 – Means of escape, firefighting equipment, training, fire warnings

## 36. Special effects, fireworks, pyrotechnics, bonfires

## 37. Fun fairs and inflatable play equipment

## 38. Animals at the event

## 39. Insurance

## 40. Sanitary facilities – numbers, type

## 41. Vehicles on site

## 42. Environmental considerations - recycling

## 43. Waste management

## 44. Surface protection and trees

## 45. Communications

## – Radio communication, CCTV, public information

## 46. Media - pre and during event

## 47. Staffing

## 48. Contractors

## 49. Performers and participants

## 50. Event management organisation

## 51. Key event management contacts

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Role | Responsibility  | Contact and radio channel if radio allocated |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## 52. Key event contacts – other (suppliers, authorities, artists)

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Role | Responsibility  | Contact and radio channel if radio allocated |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## 53. Organisational matrix

*Create a simple organisational matrix. It is suggested that even for small and community based events a 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.*

|  |
| --- |
| Event Manager |
| Security Manager | Safety manager | Production manager | Artist manager | Volunteer manager |
| Security staff |  | Production staff | Stage manager | Volunteers |
| Stewards |  | Crew  | Stage crew |  |

## 54. Contingency arrangements – wet weather etc.

## 55. Emergency planning and major incidents

Include evacuation procedures, emergency routes, key decision makers, coded messages for staff, pubic warning mechanisms, emergency services rendezvous point, stopping the event, assisting those with special needs

 A major incident is defined as any emergency that requires the implementation of special arrangements by one or more of the emergency services, the NHS or the local authority for:

* the initial treatment, rescue, and transport of a large number of casualties;
* the involvement either directly or indirectly of large numbers of people;
* the handling of a large number of enquiries likely to be generated both from the public and the news media, usually to the police;
* the need for the large scale combined resources of two or more of the emergency services;

The mobilisation and organisation of the emergency services and supporting *n* organisations, e.g. local authority, to cater for the threat of death, serious injury or homelessness to a large number of people.

For the purposes of this event plan the issues that could lead to the declaring of a major incident should be covered within the event risk assessment together with relevant risk mitigation.

## 56. Appendices list

e.g. Risk Assessment, Fire Risk Assessment, Traffic Management Plan, Noise Management Plan, Site Plan, Location Plan