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**EVENT MANAGEMENT PLAN**

**TEMPLATE**

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**Introduction**

Events are a great way to bring communities together, for celebration and for good causes. They encourage and support local communities and can be used for a range of reasons. Organising an event can often be a daunting experience but with the correct planning it can be simpler than it may first appear and a very rewarding experience. This template has been designed to aid event’s organisers in planning safe events and to ensure all safety aspects have been considered. Developing an event plan will pull together an overview of the event and how it will be delivered. It is a key tool for an event organiser. The event plan should look at how the event will run on the day. Detailing a timeline of what is happening, where and when. It will also consider setting up times, clearing up times and how all these tasks will be done. Your event management plan will be a brilliant tool for you to refer to on the day and it will inform all agencies of what the event entails.

In each section, guidance notes are included to indicate the issues to be considered.

The plan should be completed alongside other guidance, in particular Tamworth Event Planning Advice Booklet which can be downloaded from <http://www.tamworthartsandevents.co.uk/sites/default/files/documents/event_planning_advice.pdf>.

Please be aware that the headings in the template are by no means exhaustive. Please add more detail to the plan if necessary. *Also note that not all parts of the template may NOT be relevant for every event.*

On completion of the document, it is recommended that the plan is thoroughly read through, and perhaps checked by a person who has not seen the plan before. Should an incident occur at the event, this plan should be available for the emergency services.

If there are any queries on the use of this plan, please contact the Arts & Events Development Officer on:

Tel: 01827 709314

Email: [taroutdoorevents@tamworth.gov.uk](mailto:taroutdoorevents@tamworth.gov.uk)

**Event Management Plan**

**Event Name**

**Event Date and Times**

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| Owned by:  Version:  Date Submitted:  Review Date: |

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**1. Event Overview**

**Event description**

*Include a brief description of what your event is. Think of it as how you would describe your event to someone who has never been to your event. Who is it for? Why are you doing it? Where are you doing it?*

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**Location**

*Describe the detailed location and provide maps in Appendices.*

*(Aerial shots are useful- with an outline of the space being used)*

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**Dates and duration**

*Include details of the build-up and break down schedule of the event (preparatory/ closedown activities), as well as the event itself. If specific happenings are likely to attract a larger number of people, include information in this section (HINT: A table is useful- Time, Activity, Who is responsible, where it is happening)*

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**Entrance/exit points**

*Enter details of how the public enter or exit the site. If your event has complex entrance/exit arrangements e.g. separate entrances for ticket or cash sales, pre-sold entrance points or is an enclosed area. Please add more detail to this section. HINT: maps or diagrams may help make things clear.*

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**Attendance**

*Include your expected attendance figures. For an all-day/multiple day event this should include maximum expected/allowed attendance and the maximum at any one time.*

*If Temporary structures such as marquees are being used please consider any existing occupancy levels and maximum occupancy based on existing exit space, evacuation rates and appropriate evacuation routes.*

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**Audience profile**

*Who is the event for? Note that your audience profile will help you when planning for risks and ensures that control measures and facilities are put in place appropriate to the event. Please make sure your location is appropriate and accessible to the audience you are hoping to attract.*

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**Event organisers**

*Please detail who the event organisers are. You should also detail any relevant qualifications or experience.*

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**Roles and responsibilities**

*Give a brief overview of the chain of responsibility for the main roles within the event. Identify who is responsible for what and give further details in the ‘Roles and Responsibilities’ section below.*

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| *Give details of the main roles* | *Brief explanation of the responsibilities* |
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**Contacts**

*Provide a full list of contacts with contact numbers in the appendix so in the event the user of this plan needs to get in touch with anyone involved in your event, they will look here. Ideally you should provide an e-mail address, landline and mobile number for each person.*

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**Temporary structures**

You might find you require some form of temporary structures such as marques, signage, and information points. It’s important to plan these out, making sure they are suitable for the job and are put together in a safe way preferably by an experienced and qualified contractor.

*Please detail any temporary structures that will be used at the event e.g. grandstands, stages and marquees. You should provide details of how the safety of such structures is ensured through their appropriate design/materials, correct siting/positioning and procedures for their safe erection/dismantling.*

*Details of competent persons/contractors to be used and their associated risk assessments should be included in the appendix.*

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**Entertainment**

*Various types of entertainment may take place at an event. Please detail here the types of entertainment which are planned for your event, including the times and locations.*

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**Licensing**

*Some events will require either a premises licence or temporary event notice due to having licensable activities – sale of alcohol, late night refreshments or regulated entertainment (entertainment provided to an audience for the purposes of entertaining them eg play, sporting event, live/recorded music etc). Contact licensing well in advance of the event for further advice.*

*List any license details here.*

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**Catering and hospitality**

*Detail the business and contact details of any contractors/food businesses providing catering for your event. If applicable, describe the catering facilities you are offering and where they are located on your site map.*

*You should advise Environmental Health of contractors to be used as soon as they are confirmed.*

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**Noise management**

*You will need to consider any amplified sound and how it is managed to ensure safety and potential nuisance issues are addressed including type of noise, volume levels, monitoring arrangements etc. You should contact Environmental Health to inform them of anticipated noise levels and complete the Noise Management Plan Template. It may be necessary to complete a more in depth plan dependant on the size of your event and environmental impact.*

*Enter your arrangements for noise management here.*

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**Welfare provision**

*Provide details of your welfare arrangements including providers/contractors, numbers of facilities and arrangements for monitoring, cleaning and replacing those facilities as required. Facilities may include:*

* *Toilet facilities*
* *Changing facilities*
* *Shower rooms*
* *Drinking water provision*

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**Lost children/vulnerable persons**

*Detail here the arrangements for safeguarding and reuniting lost children or other vulnerable persons with carers, parents or guardians. You must identify any lost child/ rendezvous points on the site map. Please attach your Safeguarding Policy to the Event Plan (this is not necessary for all events, please discuss with the Outdoor Events Officer).* *A safeguarding procedure provides clear step-by-step guidance on how to recognise abuse and neglect and how to respond to and refer safeguarding concerns.*

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**Litter**

*Consideration needs to be given to the cleansing requirements before, during and after the event.*

*Provide details of any contractors/local voluntary groups involved with a description of the arrangements in place.\* Waste transfer licenses will be required.*

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**2. Crowd Management**

**Security/stewarding companies**

*Stewarding or security staff will be needed for the following types of duties:*

* *Searching at entrances*
* *Badge checking*
* *Rapid response*
* *Crowd monitoring*
* *Emergency evacuation*
* *Control and direct the public as required*
* *Monitor fire exits and fire equipment*

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**3. Communications**

Please outline your methods of communication with stewards, the public and emergency services.

*Detail any PA systems in use at your event. If the entire site is not covered, please detail which parts are not covered and how these areas can be communicated with.*

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**4. Traffic management**

*The traffic management of an event is the responsibility of the event organiser. You should liaise with the Highways department, the local Police and any stewarding company involved in managing the road, to write a traffic management and parking plan for the event which aims to promote safe attendance at the event and minimises disruption to the community.*

*You should enter details of any approval by the Highways department.*

*You should also supply details of any arrangements in place with local public transport companies providing transport to and from the event.*

*You should also consider any implications for persons attempting to arrive at the venue on foot.*

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**5. Medical and first aid cover**

*Details of the First Aid and medical cover for your event should be detailed in this section. There are minimum requirements which must be met and these are outlined in the* [Event Safety Guide](https://www.thepurpleguide.co.uk/)

*You should identify where each medical facility/first aid point is located on your site and you may wish to identify this on your site plan.*

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**6. Police**

*This paragraph should include details of any agreed Police involvement in the event including:*

* *traffic management of the event*
* *police presence on site during the event*
* *general notification to the local police force of the event and potential impact*

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**8. Risk management**

**Risk assessments**

*Indicate where risk assessments from both yourself and any contractors can be found and any significant issues arising.*

*Further guidance on completing risk assessments can be found at:* [*http://www.hse.gov.uk/risk/*](http://www.hse.gov.uk/risk/) *(Hint: You will need risk assessments for Crowd control, set-up, Breakdown etc.)*

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**Incident recording**

*The Event Control should maintain a record of everything that occurs throughout the event. You should detail your arrangements for recording and keeping records of such information for events. See also the RIDDOR guidance below.*

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**Insurance**

*Provide details of your insurers and the level of cover provided for the event. HINT: you may wish to append copy of the relevant certificates of insurance to your plan including third party insurance documents.*

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**Weather Plan**

*You should record what the general arrangements will be in the event of bad weather (e.g. cancellation criteria).*

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**9. Emergency Planning**

This section of the Event Management Plan will prompt you to consider how you would respond to emergencies, first aid incidents, anti-social behaviour and site evacuations

**Event evacuation plan**

*Detail here emergency evacuation details for visitors as well as the event team and contractors, including car parks.*

*You can refer to these on the site map and provide further details in the appendix.*

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**Emergency vehicle access**

*Detail any dedicated emergency vehicle access routes and rendezvous points or any public routes or locations that may be used for emergency vehicles.*

*You can refer to these on the site map.*

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**10. Appendices**

**Attach here:**

* **site plans**
* **risk assessments**
* **fire risk assessments**

**And associated event documents to compliment your event plan.**