

Event Management Plan Guide

Introduction

This template provides guidance notes for event organisers and will help you develop a detailed event management plan.

To use the template, save a new version and complete the sections that apply to your event. Not all sections will apply to all events – you will need to decide which are relevant to your event. Once you have completed the template, you can delete the guidance text.

The East Suffolk website includes information that will be useful when preparing your event management plan. Please take time to read this. You may also find the [Purple Guide](http://www.purpleguide.co.uk) (www.purpleguide.co.uk) helpful, as it provides guidance on security, major incident planning, first aid, electrical safety, event communication, lost children, sanitary facilities and more.

There are a number of hyperlinks within this document that will take you to websites for further guidance.

You will need to provide risk assessments and public liability insurance from **ALL** activity and equipment providers if your event:

- is being organised by the Council;
- is in partnership with the Council; or
- takes place on Council land/property.

You should draft your event management plan **at least 3 months before your event**. As a general rule if you intend to use Council land/property:

- For events with up to 1,000 people, you should aim to give 3 months' notice.
- For events with 1,000 – 5,000 people, you should aim to give 6 months' notice.
- For events with over 5,000 people, you should aim to give 12 months' notice.

Event Name	
Event Location	
Event Date	
Organisation	
Document last updated	

Plan Aim, Objectives and Scope

This plan is designed to bring together all of the individual organisation's & agencies' plans involved in the event into one document to provide a complete integrated event plan.

Its main objectives are:

- to facilitate the running of a safe and enjoyable event
- to consider and plan for problems that may happen
- define trigger points at which other plans may be implemented
- provide an interface to other agencies plans (if required)

Event overview

Type of event	
Anticipated numbers of visitors/customers on site at any one time:	
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	

Licence and application checklist

Use the checklist below to record the licences and permissions you have applied for.

Checklist	Yes	No	N/A
Event Notification Form (ENF)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Road Closure/Temporary Traffic Order Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Premises Licence (Licensing Act 2003)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Temporary Event Notice (TEN) – up to 499 people only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any other licensing requirements (provide details) consents and licences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you checked if your event requires planning permission? (provide details)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Key event management contacts

Complete the following table with the names, roles, responsibilities and contact details of the key people involved in organising your event. Add more lines if necessary.

The event manager has overall responsibility for all aspects of the event. Depending on the nature and scale of the event, other people will have key tasks and responsibilities allocated to them but will report to the event manager.

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	

Key event contacts – other

Complete the table below with details of any other key contacts for your event. Add more lines if necessary.

This section is for your use, not the Council’s, and will help with your event planning and management on the day. You should include details of everyone who will be involved with your event, such as suppliers, stallholders and emergency contacts.

Suppliers (marquees, catering etc.)				
Organisation	Contact	Service	Contact details	Notes
			Email and mobile	
Authorities (fire, police, first aid etc.)				
Organisation	Contact	Service	Contact details	Notes
		On call	Email and mobile	
Attractions, artists and entertainment				
Organisation	Contact	Service	Contact details	Notes
			Email and mobile	

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.

Please list the other staff who will be needed to help run your event, in addition to the key event management contacts listed above.

Organisational structure

Create a simple organisational structure below.

The organisational structure will help everyone involved with your event to understand who is responsible for what. It is also an essential part of your emergency response planning. If there is an incident, your staff and the emergency services will need to know who is in charge.

The example below is a very simple structure. Make sure your organisational structure shows the levels of command and how things will be communicated up and down these levels.

Emergency services – Police, Fire, Ambulance, Coastguard				
		Event manager		
Security manager	Safety manager	Production manager	Artist manager	Volunteer manager
Security staff		Production staff	Stage manager	Volunteers
Stewards		Crew	Stage crew	

Programme Schedule

Complete the event schedules below.

You should list everything that needs to be done before, during and after your event. This will help ensure you complete tasks on time and that things aren't forgotten.

The schedules below each show an example of a typical task.

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	

Timetable

Use the table below as a template for your event's timetable.

If your event will have activities taking place at different times and locations across the event site, you will need to programme your activities.

For example you may have a stage, arena area and walkabout entertainment. You could programme an arena act to start shortly after a stage act has finished to provide entertainment elsewhere while the changeover for the next stage act takes place.

For smaller outdoor events breaking your timetable into periods of between 5 and 15 minutes usually works well. If your event includes on stage entertainment, you may need a separate stage run sheet broken down into periods of one minute.

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					1 st band xxxxxxx	
12:35							
12:40							
12:45							
12:50							
12:55							
13:00							

Health and safety

Your responsibility for health and safety at your event

Even if you are a community organisation with no employees, you might still have a responsibility under the Health and Safety at Work Act etc. 1974 to ensure that your event and any contractors are operating legally and safely.

The sections below will help ensure you take all reasonable steps to ensure your event is safe and meets health and safety laws and guidelines.

Risk assessments and management

Risk assessments cover all health, safety and planning aspects of your event. You should develop your risk assessment early on, monitor it constantly and adjust it as necessary.

The first step is to develop a risk register, which identifies the risks for your event. Each risk listed in the register will need to be included in the risk assessment. You must include the risk of fire.

Risk assessments – contractors

Your contractors could include a fun fair ride, face painter or walkabout performer. As the event organiser you are responsible for anything you contract in.

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

Security

Most events require some professional security or stewarding to help with crowd control. Your risk assessment must include your security requirements, which will depend on things like your event location, date, operating times, target audience, planned attendance numbers, fenced or open site etc.

Security personnel at events must be SIA (Security Industry Authority) licensed if they are carrying out licensable activities see www.sia.homeoffice.gov.uk for further information.

Include your security plan here.

Stewarding

Like your security requirements, the number of stewards you need will depend on your risk assessment, event location, date, operating times, target audience, planned attendance numbers, fenced or open site etc.

Stewards require training and briefings so they are fully aware of their duties and responsibilities.

You must develop a communications plan for all staff, including stewards, so they understand how they should share information or report incidents during the event.

Include your stewarding plan here.

Emergency procedures

You must document your procedures for fire, site evacuation, communicating with your audience in an emergency, contacting the emergency services, who will make decisions, etc. You will need to share your emergency procedures with your event staff, contractors, volunteers and the emergency services.

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

External threats/counter terrorism

It is possible that your event could be the target of a terrorist incident and you may have to deal with a bomb threat or suspicious items left in or around the area.

Implementing measures for countering terrorism will also work against other forms of criminality, such as theft, burglary and arson.

Where possible, additional security measures should be integrated with the existing security regime.

Further guidance can be found on www.nactso.gov.uk.

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

First aid and medical cover

The [Purple Guide](#) provides a template to help establish your first aid, medical and ambulance requirements. First aid personnel must be dedicated to that role i.e. a first aider cannot be acting as a steward and a first aider.

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

Electricity

All electrical installations, even temporary ones, must comply with the Electricity at Work Regulations 1989. Any event that has electrical supply included must have a competent electrician sign off the installation before the event starts.

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

Fire safety at your event

You must include the risk of fire in your event risk assessment. You must show that you have:

- Identified the fire hazards, i.e. sources of ignition, fuel and oxygen
- Identified people at risk within and surrounding your site and those at highest risk
- Evaluated the risk of a fire occurring and evaluate the risk to people should a fire occur
- Removed or reduced fire hazards and removed or reduced the risks to people
- Considered detection and warning, fire fighting, escape routes, signs and notices, lighting, maintenance
- Recorded significant findings and action taken
- Prepared an emergency plan
- Informed and instructed relevant people and provided training
- Reviewed and revised your assessment where necessary

Useful resources for fire safety planning include [Fire Safety Risk Assessment – open air events and venues](#) and Guide to Fire Precautions in Existing Places of Entertainment and Like Premises.

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

Inflatable play equipment

You will need to make sure:

- The operator can provide a copy of the current PIPA test certificate for the equipment.
- The operator carries out the daily checks on the equipment as required by EIS7
- You know when the equipment was last fully inspected
- You get full instructions on its safe operation
- The equipment is clearly marked with limitations of use e.g. maximum wind speeds it will withstand, user height etc.

More guidance is available on the [PIPA Inflatable Play Inspection Scheme](#).

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

Fun Fairs

For rides or fun fairs you should make sure that:

- Any stand-alone ride or rides that are part of a fun fair are part of the [ADIPS \(Amusement Device Inspection Procedures Scheme\)](#) scheme.
- The operator can provide you with a copy of their In Service Annual Inspection papers.
- The operator confirms in writing that they operate under the [HSG175 Fairgrounds and Amusement Parks – Guidance on Safe Practice](#).

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

Temporary structures

For a small event, temporary structures may be market stalls and a marquee. Larger events and festivals may include stages, grandstands, lighting towers, gantries, site offices etc.

If the structures will be in place for a long time, you may need planning permission. Larger temporary structures need to be signed off by independent engineers before they can be used.

As a minimum:

- 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 for the product they are supplying for your event.
- Suppliers must provide a signed hand over inspection once the structure is completed to say that it is safe and ready for use.
- You need to consider all other health and safety aspects relating to any temporary structure.

More information can be found in [Temporary Demountable Structures – Guidance on Procurement, Design and Use](#).

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 at events

The keeping and/or use of some animals requires a licence to do so e.g. pony/donkey rides or specified dangerous wild animals such as reindeer etc.

You must provide copies of all relevant licences and registration documents for each animal with your event application plan.

You are responsible for the welfare of the animals under the [Animal Welfare Act 2006](#). This includes the animals' transport, housing, food and how they are displayed to the public.

If people are encouraged to feed or touch the animals you must provide suitable hand washing facilities that include running water, soap and paper towels (or other method of hygienic drying). Alcohol hand gels are not an acceptable substitute for hand washing.

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.

Communications

There are three main areas of communication for your event:

- Letting residents and businesses in the surrounding area know about your event plans before the event, the earlier the better.
- Internal communications on the day of the event.
- Communicating with your audience on the day.

Event communications – surrounding residents

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

Event day communications – internal

You must have a clear communications plan in place and ensure everyone is familiar with the plan. You also need to make sure that you have the communications equipment you need on the day. This could include radios, mobile phones, staff to run errands and messages and a public address system.

Ensure you list phone contact details and radio channel details if radios are being used in the Key event management contacts section.

Ensure that everyone working on your event is aware of your Organisational structure and knows who to contact if they need to report an incident or pass on information.

Ensure your communications plan ties up with your emergency response plan.

If code words are to be used they must be simple and easy to distinguish between them. All staff must be briefed on the correct use of code words.

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

Event day communications – audience

This could include flyers, site plans, signage, public address system, stage schedules, MCs and information points.

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

Lost and found children/vulnerable adults

You must have a lost and found children/vulnerable adults policy and all event staff and volunteers must be familiar with it.

Details of lost children/vulnerable adults must not be broadcast in such a way that it increases the risk to them.

You must have a procedure for escalating lost children/vulnerable adults to the police.

Include arrangements for the safe care of children/vulnerable adults until such time that they can be reunited with their parent or guardian.

Provide a clearly advertised point for information on lost children/vulnerable adults.

Always ensure there are at least two adults that have the appropriate Disclosure and Barring Service (DBS) checks in place looking after any lost children/vulnerable adults; they should not be left with just one adult.

All incidents need be logged and all details recorded.

Parents and guardians should provide ID and a description of the child/vulnerable adult before they are allowed to collect them.

Contact the police if the child/vulnerable adult is reluctant to go with the parent or guardian or you have any concerns about returning the child/vulnerable adult to the care of the parent/guardian.

Please document your lost children policy and procedures here.

Licensing

If you are planning an event for fewer than 499 people where there will be entertainment, alcohol for sale, or hot food or drink for sale after 11pm, you may need to submit a Temporary Event Notice (TEN).

If the event will involve more than 499 people you may need a full premises licence.

If your event will include any licensable activity, please provide details here.

Insurance

All event organisers must hold public liability insurance. The recommended minimum level of cover is £10 million per claim. You must also ensure that your contractors hold public liability insurance and any other appropriate insurance, i.e. product liability, employee insurance. You should keep copies of your contractors' insurance policies.

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

Provision of food

You should check that all food traders have been rated under the Food Standards Agency's (FSA) [Food Hygiene Rating Scheme](#) (England and Wales) or the Scottish FSA's [Food Hygiene Information Scheme](#)

Traders that do not appear on the FSA's website may not be registered for the sale of food and their compliance with food safety laws will not have been assessed.

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 section.

Provision of drinking water

If you are providing a temporary water supply you may need to comply with the Private Water Supply Regulations 2016

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

Site considerations

Site plan

Please include a copy of your site plan with this document.

You must submit a site plan for your event; the more accurate and detailed the plan, the better.

Your site plan should include:

Placement of all temporary structures	All other site infrastructure
Position of attractions	Car parks and position of site in context to the road
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 and found children/vulnerable adult point
Vehicle entry points	Any event décor, i.e. flags, banners etc.
Emergency services access route	Specific hazards e.g. ponds, rivers, beach, high walls, large trees, earth banks etc.

You may want two versions of the site plan, one for event participants on the day and another for your management team. An accurate site plan will help you direct people to the correct part of the site when they arrive to set up. A site plan will also help you plan how people will enter the site and move around it.

Spectators and viewing areas

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

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.

Flying displays

The event organiser is responsible for the health and safety of all flying displays.

All flying displays must comply with current Civil Aviation Authority requirements.

Flying displays must be appropriately planned and notified to the relevant authorities e.g. police, fire, coastguard etc.

There are separate approvals required for military displays.

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

Firework and Pyrotechnic Management

Public firework displays at events must be properly planned and managed by a competent company or person i.e. someone with sufficient training and experience.

There are restrictions on the times that fireworks can be fired.

You will be responsible for the firework/pyrotechnic display even if it is provided by a third party.

Have you asked the operator to provide evidence of competence?

Have you checked what training and experience the operator has? Is there any evidence of formal training?

Has the operator visited the proposed event site?

Document your firework/pyrotechnic plans for your event here.

High risk displays/activities

High risk activities such as open water swimming, military re-enactments using black powder, motorcycle displays etc. require more detailed risk assessments than lower risk entertainment.

The risk assessment must be carried out by someone that has sufficient experience of the activity and the risks associated with that activity to be able to recommend suitable controls. For example for open water swimming the competent person would need more knowledge and experience than a lifeguard who works in a swimming pool environment where the water is clear.

Provide details here of any high risk activities that you are proposing.

Toilets

You must provide adequate toilets facilities for your event attendees, staff and contractors. You will also need disabled facilities plus separate sanitary facilities for caterers.

The standard guidelines for toilets numbers are provided below.

	Female Toilets	Male Toilets
For events with a gate time of less than 6-hours duration opening	1 per 100	1 per 500, plus 1 urinal per 150
For events with a gate opening time of 6 hours or more, but with little or no alcohol or food served	1 per 85	1 per 425, plus 1 urinal per 125
For events with a gate opening time of 6 hours or more, with alcohol and food served in quantity	1 per 75	1 per 400, plus 1 urinal per 100
For campsites at major events, swapping the emphasis from urinal to WCs for males	1 per 75	1 per 150, plus 1 urinal per 250

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

Vehicles on site

You will need clearly marked emergency vehicle entrance and exit routes on your site plan and as part of your emergency planning. If these entrances and exits will be shared with other traffic, you will need a procedure for the safe entry and exit of emergency vehicles.

Which vehicles will need to access the site for your event?

Which vehicles will need to remain on-site throughout your event and which will need to be off-site before the event opens?

Are there any vehicles that will need to move on the site during your event?

Please outline your vehicle policy for your event site here.

Traffic, transport and parking

Smaller community events will have limited impact on traffic and parking, however you should still consider this when planning your event. Larger events can have a big impact on local traffic and transport and will require extensive risk assessments and detailed plans dealing specifically with traffic and transport.

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 or parking restrictions? You will need to allow at least three months for the application to be processed.

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

Environmental considerations

Waste management

It is essential that your event has a waste management plan in place and that it is carried out.

How will you keep the site clear of waste? Will this be done by stewards or volunteers?

How you will manage waste during and after your event, including details of bins, skips, recycling and litter picking?

Document your waste management plans for your event here.

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 plastic bottles, paper, etc. and then taking these to the appropriate recycling centres.

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

Make sure your concessions and food suppliers have appropriate policies and procedures in place for providing biodegradable containers and systems for the disposing of dirty water, cooking oil etc.

Think through how you will encourage people to separate their waste. Contaminated recyclables may have to be sent to landfill.

How will you keep the site clear of waste? Will this be done by stewards or volunteers?

Document your recycling plans for your event here.

Noise

If your event has the potential to cause noise nuisance to nearby residents, your plans will have to be approved by the Environmental Protection Team. The things most likely to cause noise nuisance include live music stages, fun fairs and public address systems.

Think about noise nuisance when you choose your event location.

Larger events that have a music stage will usually have to employ a professional sound engineer and must agree sound levels with the Environmental Protection Team.

Provide nearby residents with an event day contact in case they need to make a noise complaint.

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

Weather

Severe weather and event cancellation

Consider any weather conditions which may lead your event being cancelled and how you will monitor and manage this.

How will you let people know if the event has to be cancelled?

Do you need insurance coverage for cancellation reasons such as thunderstorms, water logged ground etc?

Is there any flood risk, e.g. field liable to flood and create difficulty for traffic leaving? How will you handle this, e.g. provision of 4x4 vehicle assistance, agreement with land owner concerning damage to the ground, possible mud on roads etc?

How will your event management team decide if weather conditions are too risky for your event to go ahead?

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

Lighting

Consider this if event will be in darkness at any point

If the event will start in daylight and you must be able to predict the sunset time and provide adequate lighting for crowd safety.

Consider how the route to car park, evacuation routes etc. will be lit.

Document your lighting plans for your event here.

Camping Area

At many events, camping is no longer incidental and an alternative to other accommodation it is an integral part of the event.

You must include any camping in the event planning process. Emphasis needs to be placed on proper planning to ensure that an adequate level of services and facilities are available for the whole duration of the camping event and not merely during the licensed period of entertainment.

Procedures for raising the alarm and evacuation of campsites should be included within the event emergency/evacuation plans.

You should have a clear policy on whether fires and BBQs are permitted. Consider whether signage is needed to warn of the risks of CO poisoning if BBQs are used (or hot coals are stored) under cover.

In isolated locations or where the music starts early or finishes late, contingency provision may have to be made for camping even when people were not invited to camp.

You must consider whether stallholders/crew will expect to camp overnight with their stock/units.

Document your camping plans for your event here.

Example Staff Action Cards

All employees/volunteers:

- *Sign in on arrival at the site office and sign out on leaving the site*
- *Undertake work activities in accordance with instructions given by the event manager or members of the event management team*
- *Ensure that you know the relevant procedures laid out in the Event management plan*
- *Become familiar with the location of St Johns Ambulance and First Aiders*
- *Be aware of the location of the fire extinguishers*
- *Ensure that all personal protective equipment issues to you is worn/used as required and stored safely*
- *Work in a safe manner at all times*
- *Report defects found in equipment immediately to the event manager.*
- *Report all injuries, accidents or incidents during the event to one of the event organisers located at the site office*
- *Dress appropriately for the weather conditions and environment*
- *Do not misuse anything which is provided for your health and safety and welfare*
- *Do not use or maintain equipment unless you have been trained to do so*
- *Do not undertake manual handling activities such as moving compost sacks unless you have received manual handling training for the task*
- *Do not use personal electronic equipment*

Event Manager/Assistant Event Manager:

- *Ensure that the fire extinguishers have been position at suitable intervals throughout the site and within the marquees in accordance with the plans*
- *Arrange safe delivery and storage of materials and equipment to the site*
- *Obtain risk assessments and method statements (if appropriate) from the marquee hire company*
- *Ensure that risk assessments are obtained from exhibitors undertaking activities with a significant level of risk*
- *Ensure certification is received from competent persons relating to the electrical safety of the hired equipment*
- *Ensure that the generators are cordoned off from the public*
- *Ensure that exhibitors are instructed on the safe movement of vehicles throughout the site during set up and take down operations*
- *Monitor health and safety throughout the site, over the course of the weekend, taking action where appropriate*
- *Be contactable by radio at all times*

Event Organisers

- *Be available to answer queries*
- *One organiser to be stationed within the site office at all times*
- *Be contactable by radio at all times*

Car Park Managers

- *Ensure that all stewards have been trained in car parking and traffic control for the event*
- *Ensure that all stewards have been provided and wear their high visibility jackets at all times*