

# Event Management Plan

The Event Management Plan should include all aspects of the event and must be shared with all relevant personnel including the JLIS Event Team, the local police, the local fire brigade, the local ambulance service and team managers within your organization.

## 1: Event Overview

- \* Background to the event
- \* Event description
- \* Event schedule including set-up, open event and clearing up for all personnel including contractors
- \* Programme and various activities/ events within the event
- \* Highlight activities resulting in peak attendance
- \* Targeted Audience and breakdown

## 2: Teams

- \* Management contact list
- \* Roles and responsibilities
- \* Breakdown of teams and members
- \* Event clothing/ visibility/identification/passes

## 3: Health & Safety

- \* Risk assessment
- \* Fire risk assessment
- \* Fire points and control
- \* Audience welfare
- \* Lost persons & Property
- \* Medical cover & First aid
- \* Information point
- \* Pollution including Noise Management Plan

## 4: Traffic & Crowd Management Plan

- \* Gate management plan for set-up, event and clearing up days
- \* Access restrictions
- \* Entry/exit points
- \* Car parking
- \* Vehicle passes
- \* Attendee access including Coach arrivals
- \* Emergency vehicle access

## 5: Stewarding Plan

- \* Crowd Management Plan
- \* Reporting suspect packages procedure
- \* Reporting the discovery of a fire procedure

## 6: WC Facilities

- \* Quota required
- \* Location at the event
- \* Maintenance and cleaning
- \* Reporting of faults/ issues

## **7: Security Plan**

- \* Security team and procedures
- \* Security announcements
- \* Emergency plans include matrix for decision making process
- \* Emergency evacuation process
- \* Onsite emergency services

## **8: 3<sup>rd</sup> Party Suppliers and Contractors**

- \* Names and contact numbers of all suppliers & contractors
- \* List of contractors and activity
- \* Children carers
- \* All relevant checks completed and documentation received

## **9: Catering**

- \* Type/style of food served including cooking equipment
- \* Food hygiene certificates for all caterers
- \* Alcohol service and set up
- \* Location of catering outlets

## **10: Communications**

- \* Overview of pre-event Marketing of the event
- \* Safety Advisory Group meetings – dates/times/locations
- \* Team communication at the event
- \* General public announcements
- \* Fire/suspect package/lost children announcements
- \* Team manager meetings at the event

## **11: Signage Information**

- \* Traffic Direction
- \* General Public
- \* Facilities at the event
- \* Emergency information

## **12: Waste Management**

- \* Pre open event
- \* During the event
- \* Post event
- \* Roads leading away from the event