

Event Plans

Event Management Plan Checklist

| | By Whom | By When | Completed (Date) | Notes |
|---------------------------------|---------|---------|------------------|-------|
| Event Overview | | | | |
| Teams | | | | |
| Health & Safety | | | | |
| Traffic & Crowd | | | | |
| Stewarding | | | | |
| WC Facilities | | | | |
| Security | | | | |
| 3 rd Party Suppliers | | | | |
| Catering | | | | |
| Communications | | | | |
| Signage | | | | |
| Waste Management | | | | |

Plans Distribution

| | Date Completed | Distribution | | | | |
|--|----------------|-----------------|--------|--------------|-------------------|---------------|
| | | JLIS Event Team | Police | Fire Brigade | Ambulance Service | Team Managers |
| Event Management Plan | | | | | | |
| Site Plan & Event Layout | | | | | | |
| Full Event Schedule including personnel | | | | | | |
| Site Safety Plan | | | | | | |
| Risk Assessment | | | | | | |
| First Aid Plan | | | | | | |
| Fire Risk Assessment | | | | | | |
| Noise Management Plan | | | | | | |
| Crowd Management Plan | | | | | | |
| Traffic Management Plan | | | | | | |
| Emergency Plan including reporting procedure | | | | | | |
| Evacuation Plan | | | | | | |

| | Date Completed | Distribution | | | | |
|--------------------------------|----------------|---------------------|--------|--------------|-------------------|---------------|
| | | JLIS Event Team | Police | Fire Brigade | Ambulance Service | Team Managers |
| Stewards Briefing | | | | | | |
| Announcements list | | | | | | |
| Waste Management Plan | | | | | | |
| List of Contractors & Activity | | | | | | |